RedBeam Asset Tracking™

User Manual

©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.
Contact us at www.redbeam.com.

Revised September 24, 2008
Version 5.3.0

Table of Contents

Table of Contents **2**
Overview **4**
PC Prerequisites 4
Mobile Computer Prerequisites 4
Section 1: Installation **5**
Installing the PC Software 5
Limited Access Windows Logins 5
Section 2: PC Application **6**
Accessing the Application 6
Opening the Application for the First Time 6
Opening the Application with User Security Activated 9
Opening the Application without User Security Activated 9
Registration 10
Menu Overview 13
Master Data 15
Organization 16
Departments 19
Custodians 20
Asset Types 21
Purchasing 22
Status 26
User Fields 27
Asset Data 28
Main Data 29
Purchasing 30
User Fields 31
IT/Maintenance 32
Attachments 34
Inventory 35
Manage - Create Inventory 36
Scan Sheets 37
Asset Count 38
Manage - Close Inventory 41
Manage - Delete Inventory 42
Reporting 43
Report Generation Overview 44
Master Data Reports 46
Asset Data Reports 47
Inventory Reports 48
Label Printing 49
Sync Handheld 52
Fields to Update 53
Admin 54
Network 55
Label Setup 59
Backup 60
Import Data 61

©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.
Contact us at www.redbeam.com.

Purge Database 64
Security 65
Registration 68
About 70
Section 3: Using the Mobile Computers **71**
Login 71
Main Menu 72
Update 73
Process Update Main 74
Process Update Info 75
Inventory 76
Scan Assets 77
Display Assets 83
Unfound Assets 86
Resetting the Scanner **89**
Performing a Soft Reset 89
Performing a Hard Reset 89
Appendix A: Depreciation Periods and Methods **90**
Depreciation Periods 90
Monthly 90
Annually 90
Depreciation Methods 91
Straight-Line 91
150% Declining Balance 92
Double Declining Balance 93
Sum of Year's Digits 94
Depreciation Method Summary 95

©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.
Contact us at www.redbeam.com.

Overview

RedBeam Asset Tracking™ was designed to make the collection of asset data faster and more reliable. Use the software to track computers, equipment, furniture, vehicles and other valuable assets.

This document is divided into several sections which explain the functions of RedBeam Asset Tracking™.

The "*Installation*" section explains how to install RedBeam Asset Tracking™ software on your PC.

The "*PC Application*" section describes the main system functions: master data, asset data, inventory, reporting, sync handheld (*Mobile Edition* only) and admin.

The "*Using the Mobile Computers*" section explains the main functions to be used on the mobile computer: update and inventory. These functions are only available if you are using the *Mobile Edition* of the software.

Before installing the RedBeam Asset Tracking™ software, please make sure that the following system requirements are met.

PC Prerequisites

In order for the PC software to perform properly, the PC must have the following:

- Windows ® XP, 2003, Vista
- Pentium ® IV or Greater Processor
- 512 MB RAM, 1 Gig Free Hard Disk Space
- Microsoft ® ActiveSync Software (for *Mobile Edition* only)
- Microsoft ® SQL Server 2000 or 2005 (if more than 10 concurrent users)

Mobile Computer Prerequisites

If you are using the *Mobile Edition* of the software, the mobile computer must be one of the following mobile computers with Microsoft ® Windows Mobile 5.0 or Win CE.Net (version 5.0 or greater) from the following manufacturers:

- Motorola ®/Symbol ® PPT8800*, MC9000* or MC70 models.
- Unitech ® PA500, PA600, PA900 and HT660 models.
- Honeywell ®/Handheld Products ® Dolphin 7600** and 7850** models.

*Microsoft ® Windows 2003 and Win CE.Net (version 4.2 or greater) supported.
**Minimum of 128 MB of memory is required on these devices to run RedBeam applications.

Please contact RedBeam, Inc. or your local RedBeam™ reseller for questions about hardware compatibility.

All trademarks in this manual are the property of their respective owners.

©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.

Section 1: Installation

The RedBeam Asset Tracking™ PC software is the main database for all of your asset information. The software is found on the CD that came with this system. This software allows you to enter and view asset data, create physical inventories, and run reports.

Installing the PC Software

IMPORTANT: If you have purchased licenses for a multi-user version of the system and want to network all of your PCs together, install the RedBeam Asset Tracking™ software on the computer or server where you want the database to reside. Once installed there, you can install on your other PCs.

To install the PC portion of RedBeam Asset Tracking™, place the CD in the CD ROM drive. Using Windows Explorer, browse to the CD ROM drive. Open the Asset Tracking PC Installation folder and double click the "*setup*" installation icon.

An installation wizard will take you through the installation steps. The installation may take several minutes. You may need to restart your computer once the installation is finished.

Note: If you are using the Mobile Edition of the software, the mobile computer portion of RedBeam Asset Tracking™ is loaded during the initial sync with the handheld which is described under the Sync Handheld section of this manual.

Limited Access Windows Logins

If users with limited security rights will be using the application, a user with administrative rights must give "full control" access to the HKEY_LOCAL_MACHINE\SOFTWARE\RBAT registry node for the "users" group just after installation occurs on the workstation.

To make this change:
Click **Start**, and then click **Run**.
In the **Open** box, type **regedit** and then click **OK**.

In **regedit**,
Find the appropriate node and right click
Select "Permissions"
Select the "Users" group
Check the "Allow" box for "Full Control"
Click "Ok"

The admin should log in once to the client and enter the database user ID and password to create the initial connection to the server. Windows Vista users will need to run the application the first time in administrative mode. To do this, right click the icon for the application and select Run as Administrator.

©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.

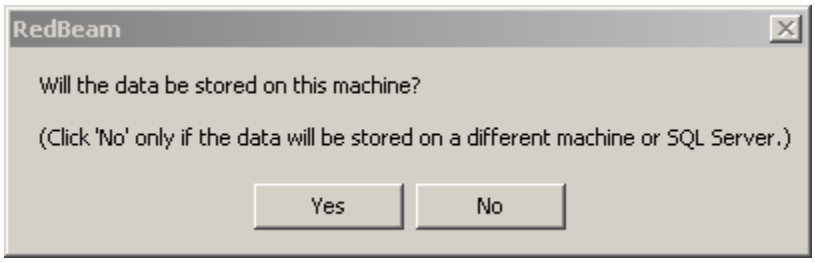
Section 2: PC Application

Accessing the Application

To access the program on the computer, double click the icon on the desktop labeled *Asset Tracking* or go to *Start->Programs->RedBeam->Asset Tracking->RedBeam Asset Tracking.*

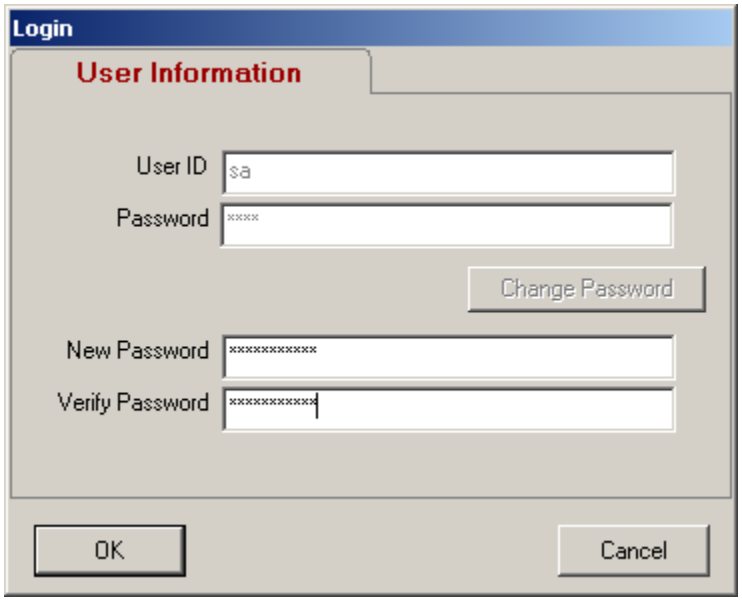
Opening the Application for the First Time

When the application is launched for the first time you will be asked, **"Will the data be stored on this machine?"**


RedBeam
Will the data be stored on this machine?
(Click 'No' only if the data will be stored on a different machine or SQL Server.)
Yes
No

Single User Licenses

If you have a single user license, click "Yes". You will be given a default user ID and password. Please enter a new password. Enter it a second time for verification. **IMPORTANT: Please write down or remember both your default user ID and your new password and keep them in a safe place. You may need them again later.**

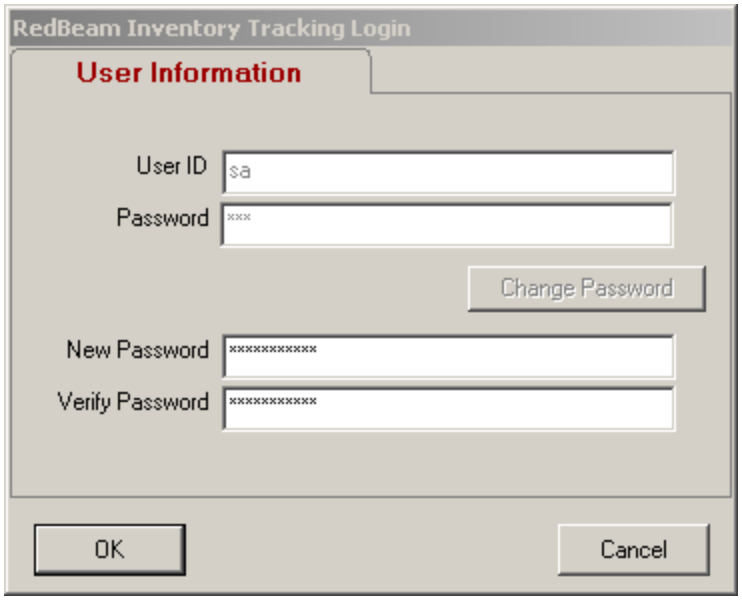


Multi-user Licenses

If you have a multi-user license that you would like to have networked, you will first need to install the software on the computer or server (referred to as "server" for the rest of this section) where you want the database to reside. Open the application on the server. **You then**

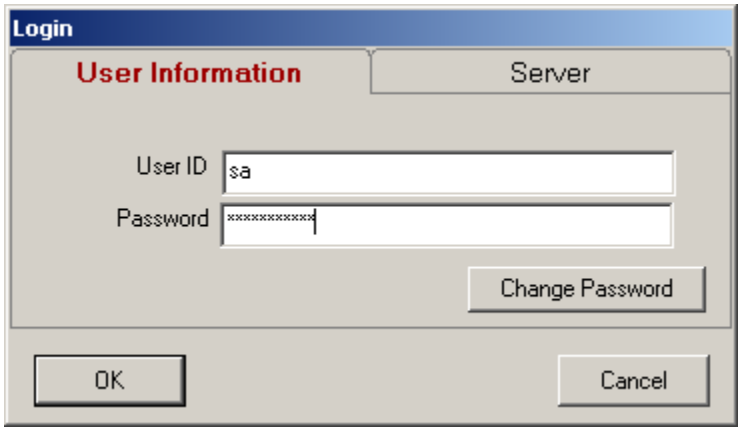
©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.

will be asked, "Will the data be stored on this machine?" Click "Yes". This will create an instance of the Express version of Microsoft's SQL database that comes with and is used by this software. You do not need a full version of Microsoft ® SQL to use this software.



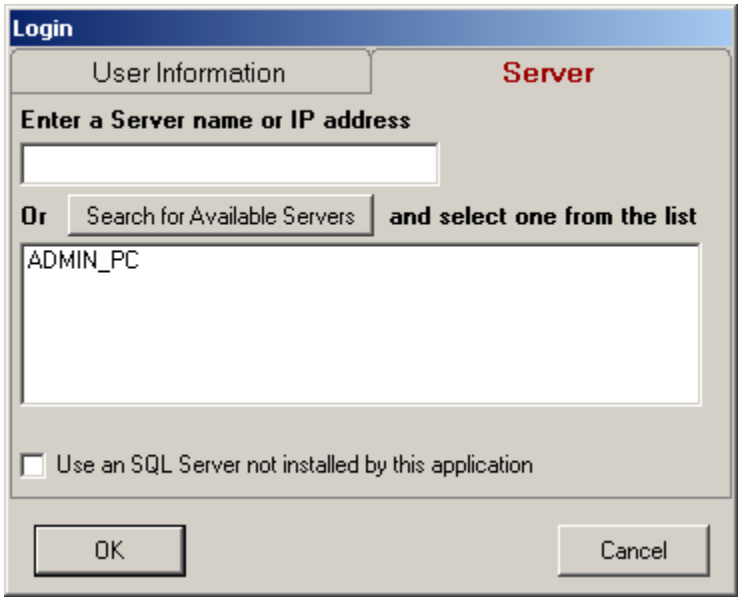
You will be given a default user ID and password. Please enter a new password. Enter it a second time for verification. **IMPORTANT: Please write down or remember both your default user ID and your new password and keep them in a safe place. You will need this information to network your other PCs to this database.**

Once this is done, go back to the first PC that you would like to network to this "server". **When you open the application you will be asked, "Will the data be stored on this machine?" Click "No".** You will be asked to enter the user ID and password for the server. This is the user ID and password you wrote down or remembered from the server installation. Enter the information in the *User Information* tab.



Next click the *Server* tab.

©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.



Enter the server where your data is stored. Do this by clicking the *Search for Available Servers* button. When clicked, the system will look for other *RedBeam Asset Tracking*™ databases on your network. The server you just installed on should display in the box. Click to select it. (If the server does not display, you may enter the server name or IP address if known.)

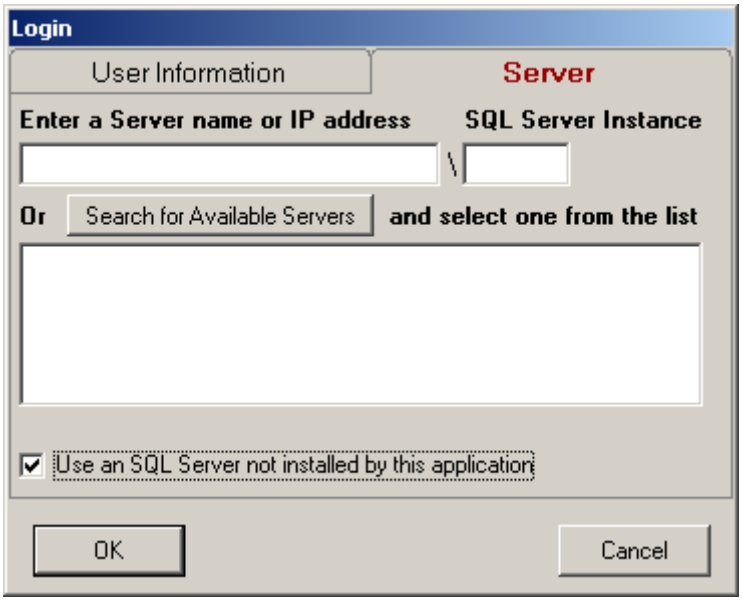
When done, click *OK*. The application will launch and you will be connected to your main server database.

Advanced

If you are using your own full version of Microsoft ® SQL Server 2000 or 2005, you will need to copy and attach the database file to the SQL Server you would like to host the database. The database file RBAT_Data.mdf may be found on the installation CD in the directory *\Utilities\RBAT_Data.mdf*. Copy the file to a directory of your choice on the machine hosting SQL Server. Once in the directory, right click on the *RBAT_Data.mdf* file and select *Properties*. Make sure that the *Read Only* flag is unchecked. When done, use Enterprise Manager for SQL 2000 or SQL Server Management Studio for SQL 2005 to attach the database (no log file is necessary). See SQL Server's on-line documentation for help attaching the file.

Once the file is attached, check the *Use a SQL Server not installed by this application* check box at the bottom of the screen.

©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.
Contact us at www.redbeam.com.

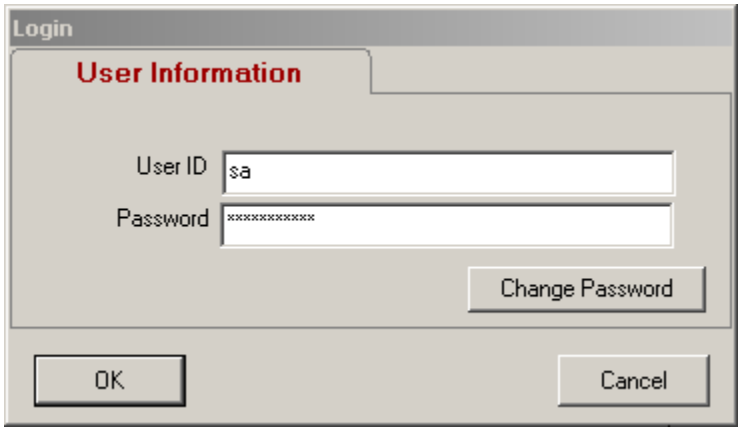


If you have not already done so, click *Search for Available Servers*. Choose the server from the list box or type the server name or IP address into the *New Server* field.

When done, click *OK*. The application will launch and you will be connected to your main server database.

Opening the Application with User Security Activated

If this is not the first time you have launched the application and you have activated user security (under *Admin->Security*), when you open the application you will be asked to enter one of the user ID's and passwords you have set up. To change your password, click *Change Password*.



Opening the Application without User Security Activated

If this is not the first time you have launched the application and you do not have user security activated, you will be taken directly into the application.

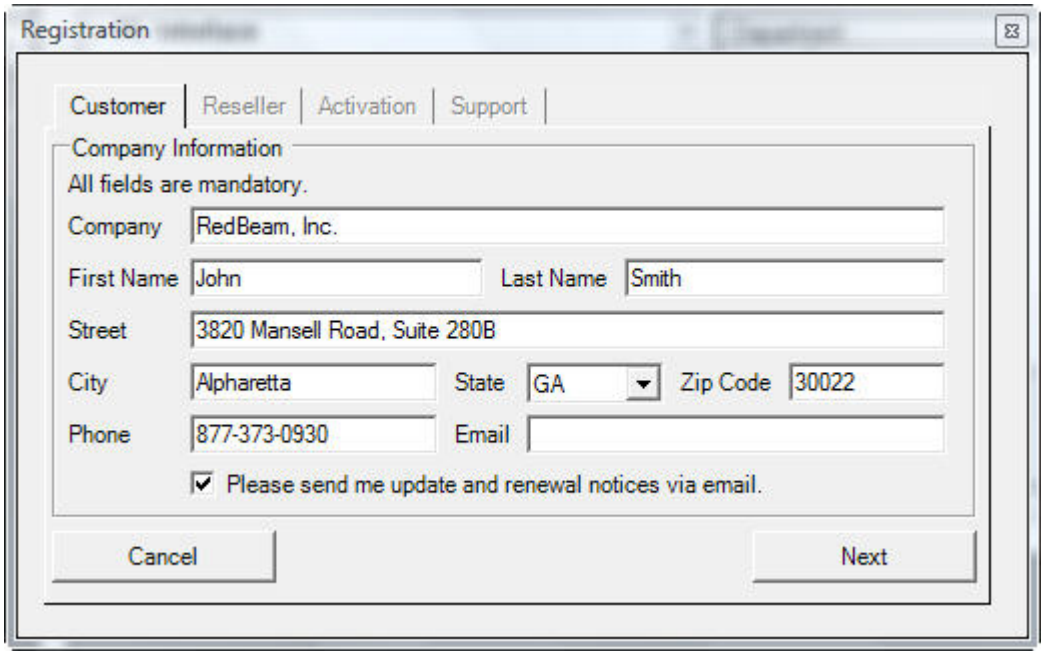
©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.
Contact us at www.redbeam.com.

Registration

When the application is launched for the first time you will be asked to register the software. You may register electronically over the internet, or you can contact RedBeam, Inc. at 877-373-0390. If you choose not to register, the application will run in demo mode.

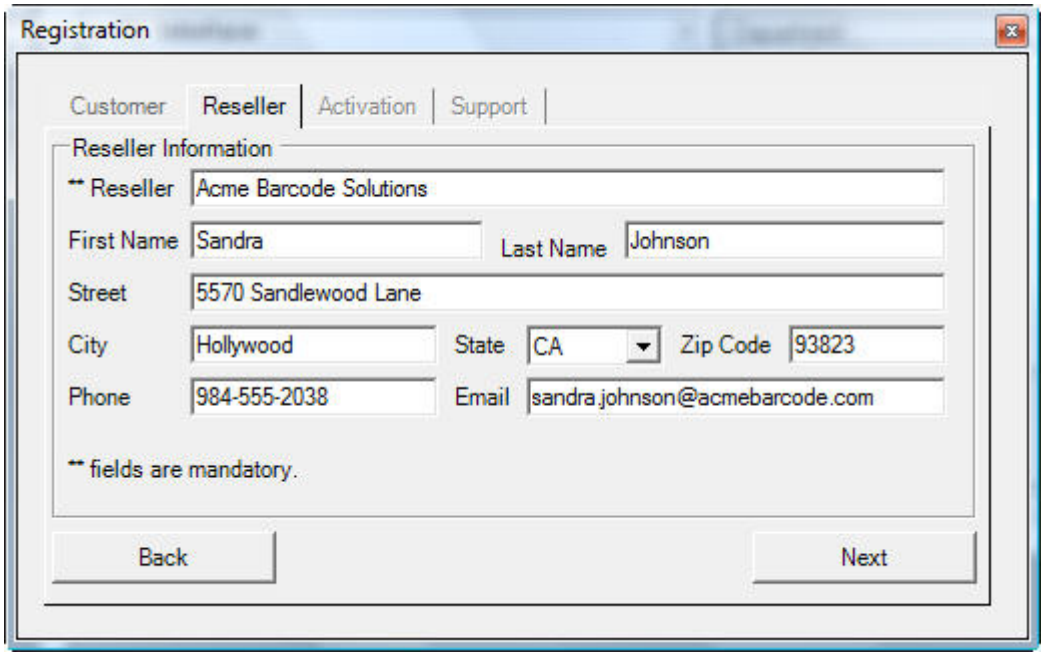
The *Registration* screens include four tabs including *Customer*, *Reseller*, *Activation* and *Support*.

Under the *Customer* tab, enter information about your company including company name, your name, address, phone and email.

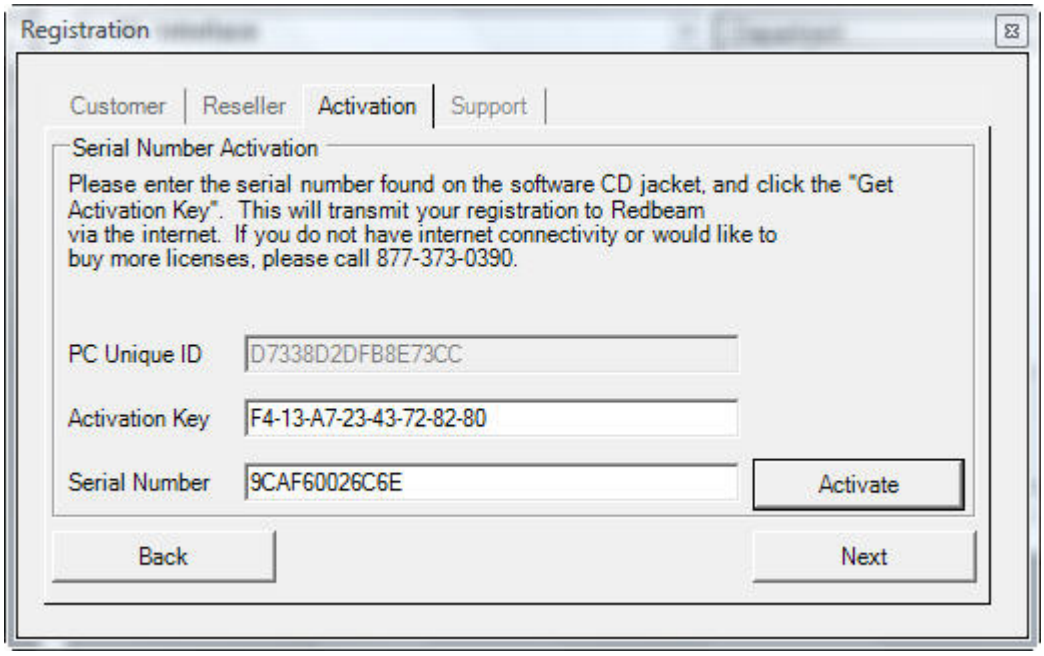


Under the *Reseller* tab, enter information about the company you purchased the RedBeam system from including company name, your contact's name, address, phone and email. This information can be accessed later if you need to order additional licenses, upgrades, support or supplies.

©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.
Contact us at www.redbeam.com.



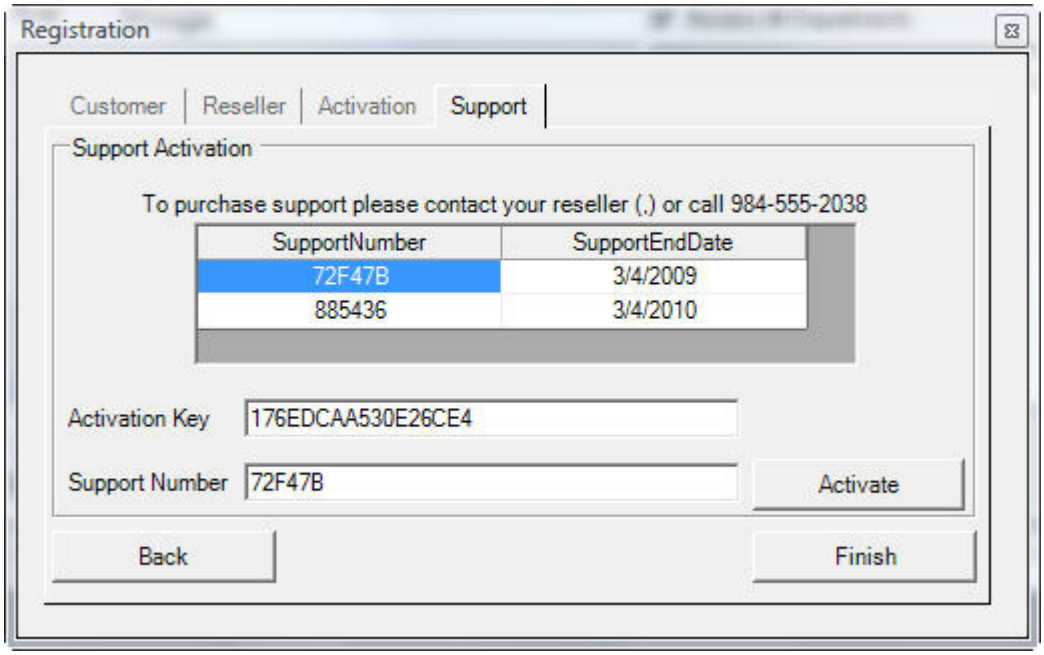
Under the *Activation* tab, enter your product serial number and click *Activate*. If you have internet connectivity, the *Activation Key* will automatically be populated by the system. If you do not have internet connectivity, please call 877-373-0390 and provide one of our support specialists the *PC Unique ID* displayed on the screen and your product serial number. They will then verbally provide the activation key for your machine.


Registration
Customer
Reseller
Activation
Support
Serial Number Activation
Please enter the serial number found on the software CD jacket, and click the "Get Activation Key". This will transmit your registration to Redbeam via the internet. If you do not have internet connectivity or would like to buy more licenses, please call 877-373-0390.
PC Unique ID
D7338D2DFB8E73CC
Activation Key
F4-13-A7-23-43-72-82-80
Serial Number
9CAF60026C6E
Activate
Back
Next

Under the *Support* tab, enter your support contract serial number and click *Activate*. If you have internet connectivity, the *Activation Key* will automatically be populated by the system. If you do not have internet connectivity, please call 877-373-0390 and provide one of our support specialists the *PC Unique ID* displayed on the screen and your support contract serial number.

©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.
Contact us at www.redbeam.com.

They will then verbally provide the activation key for your machine. You may enter multiple support contracts to extend support for multiple years.



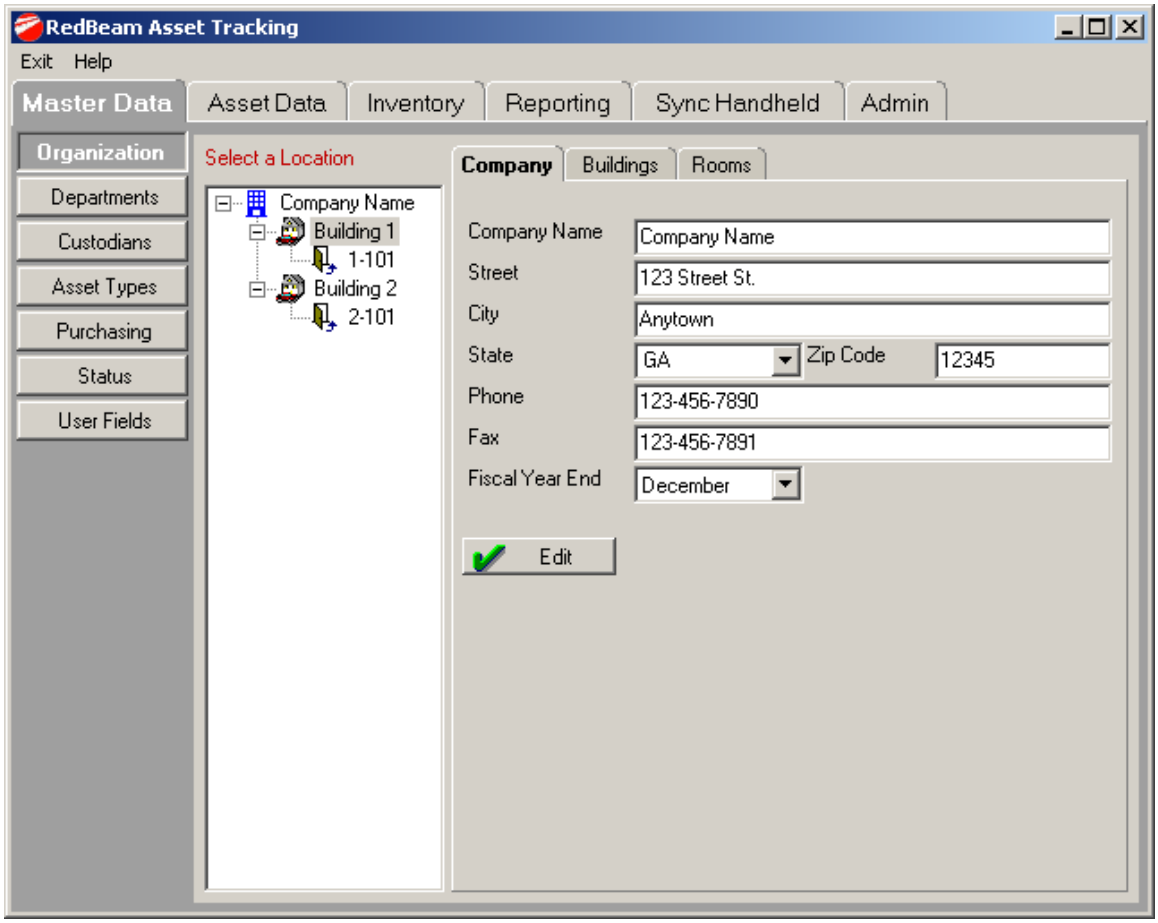
©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.
Contact us at www.redbeam.com.

Menu Overview

When the application is launched, there will be several tabs along the top of the screen that indicate the main system functions. These include:

Master Data – enter basic data used by the rest of the system
Asset Data – enter asset data including main data, purchasing, user fields, IT/maintenance and attachments
Inventory – take a physical inventory of assets
Reporting – generate asset, inventory, depreciation, warranty and lease reports and print barcodes
Sync Handheld – sync the mobile computer with PC database (*Mobile Edition* only)
Admin – network, back up data, import data, purge and implement user security

Each time the application is opened, it will default to the *Master Data* tab and the *Company* screen depicted below. You can move between each of the main system functions by clicking on the desired tab. Under each of the main function tabs, you will notice sub-functions buttons either along the left hand menu or listed horizontally in smaller tabs along the middle of the screen. To access the sub-function click on the button and/or the tab that describes it.



Function Bar

On most system screens, you will find a function bar that looks like this:

©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.
Contact us at www.redbeam.com.

The buttons perform the following functions:

Find – Search for a specific record.

First – Scroll to the first record.

Prev. – Scroll to the previous record.

New – Create a new record.

Edit – Edit an existing record.

Copy – Create a new record by copying existing record.

Del. – Delete a record.

Undo – Undo the changes made to a record.

Next – Scroll to the next record.

Last – Scroll to the last record.

Update *Update* – Commit record entries to the database.

Barcode – Print a barcode label.

Asset Log – View history of changes to a record

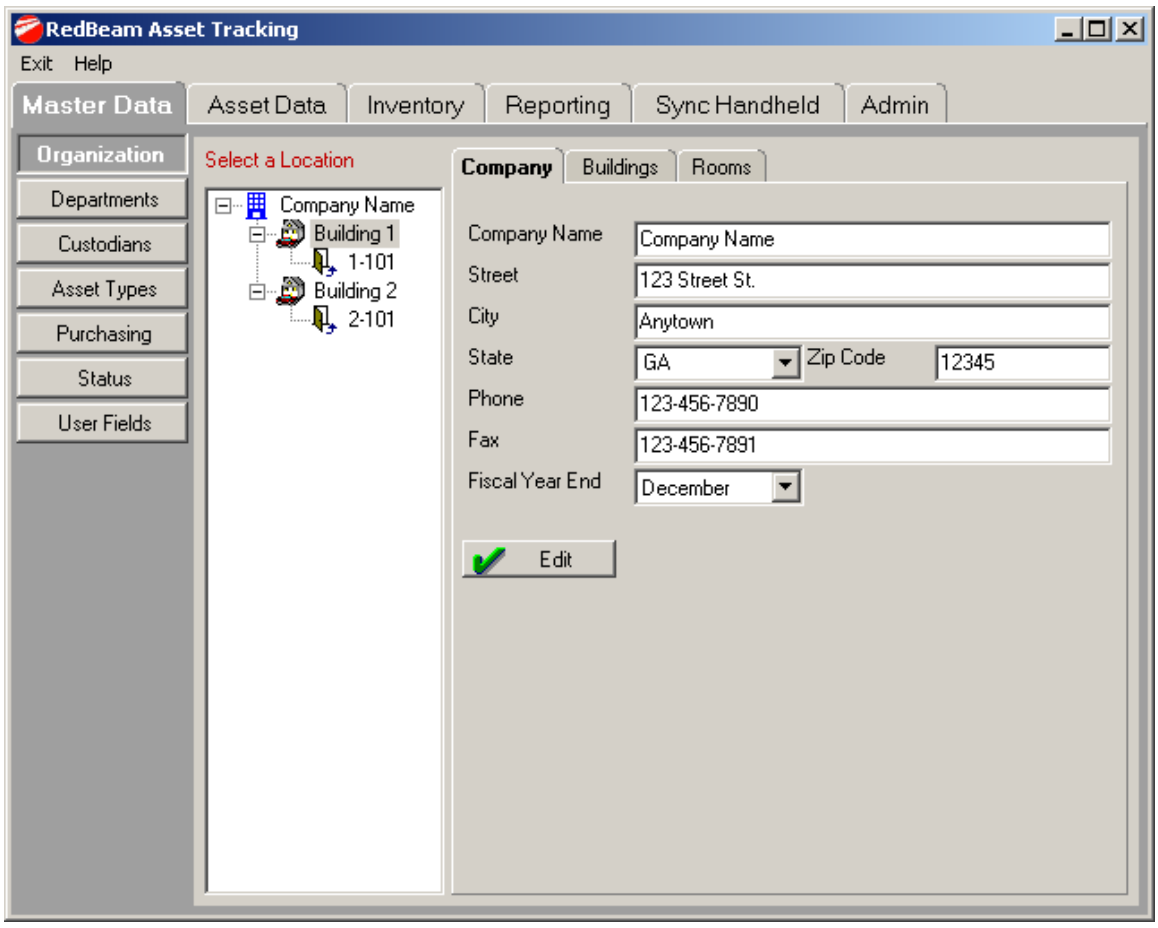
Refresh – Update the application with the most recent data entered.

©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.
Contact us at www.redbeam.com.

Master Data

The *Master Data* tab is where data used by the rest of the system is entered. If setting up the system for the first time, the information under this function should be entered prior to working with the asset data section. As indicated by the buttons listed along the left hand side of the screen, the following data is entered under master data:

Organization – where the company structure (including buildings and rooms) is entered
Departments – where departments are entered
Custodians – where people responsible for assets are entered
Asset Types – where asset categories are entered
Purchasing – where manufacturers, vendors, accounting and depreciation class information is entered
Status – where asset statuses are entered
User Fields – where customizable user-defined fields are created



©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.
Contact us at www.redbeam.com.

Organization

The three organizational levels in the system are set up under the organization function. The highest level of the organization is the company. Once the company is set up, buildings can be added. Once a building is set up, all of the rooms in the building can be added.

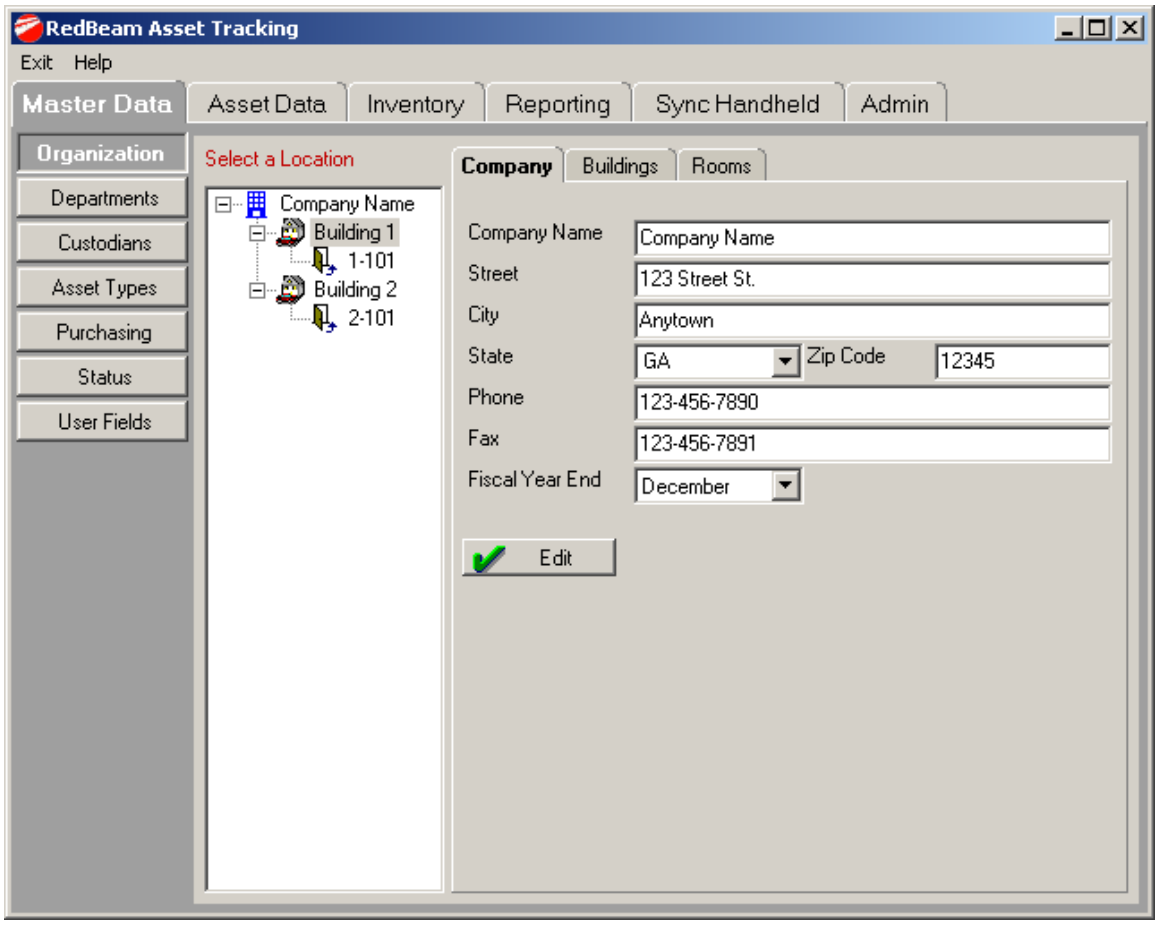
Company

To set up your company information, click on the *Organization* button and select the *Company* tab. The company is the highest organizational level in the system. Only one company can be entered.

To edit your company information, click the *Edit* button. When finished, click the *Update* button.

To enter the month that your company's fiscal year ends, select the appropriate month from the *Fiscal Year End* drop down. If you depreciate assets annually, assets will be depreciated on the last day of this month.

The bottom panel is a tree structure that allows you to view the buildings and rooms in the company. You can expand or close the tree by clicking on the plus and minus icons next to the information you want to view. Clicking on the building or room description will display more detailed information.



©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.
Contact us at www.redbeam.com.

Buildings

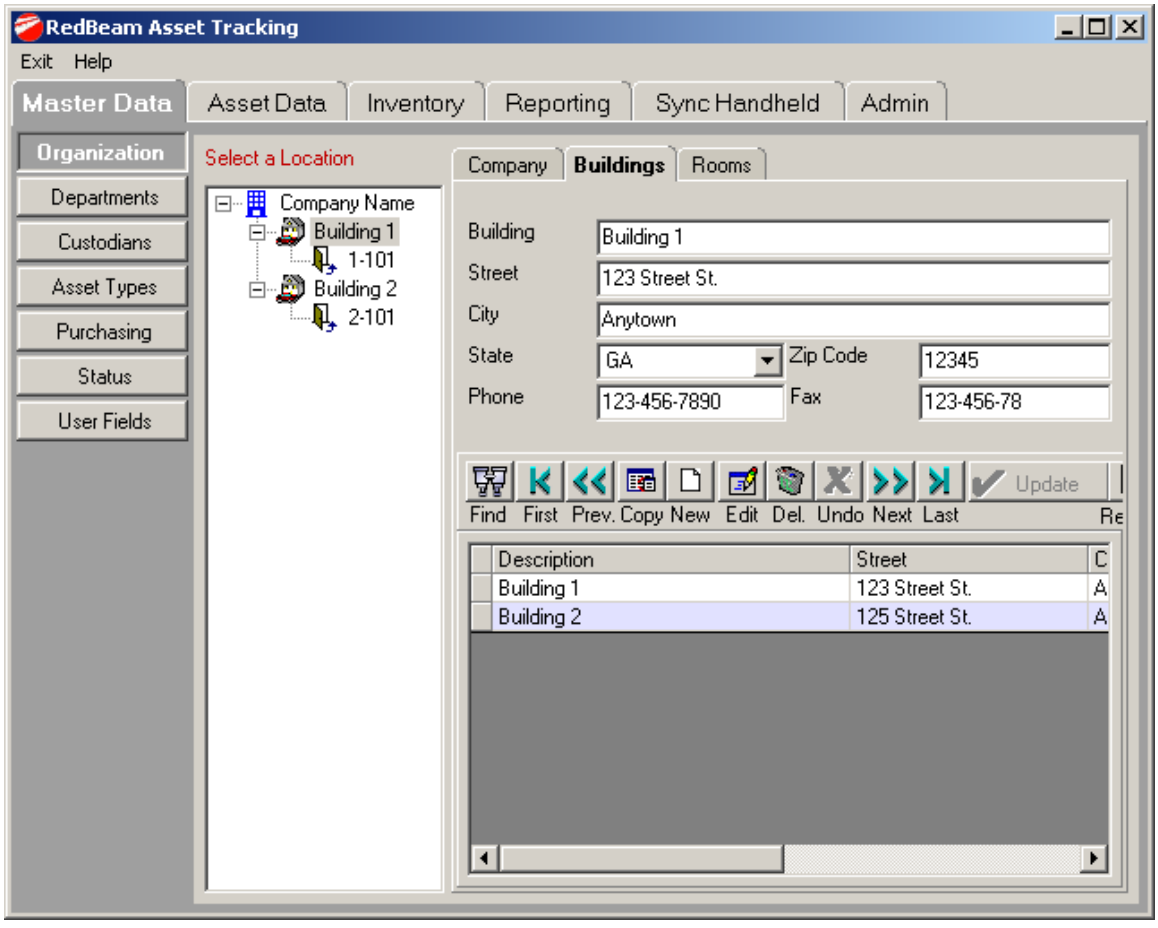
To set up your buildings, click on the *Buildings* tab. A company can have any number of buildings.

To create a new building, click on the *New* button and enter the information. When finished, click the *Add* button.

To edit an existing building, click on the *Edit* button and update the information. When finished, click the *Update* button.

To delete a building, first be sure to move or delete all rooms and assets assigned to the building. Then click on the *Delete* button and confirm the deletion when prompted.

You can view all of the buildings by scrolling through the list on the bottom panel.



©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.
Contact us at www.redbeam.com.

Rooms

To set up rooms for a building, click on the *Rooms* tab. The room is the lowest organizational level in the system. A building can have any number of rooms.

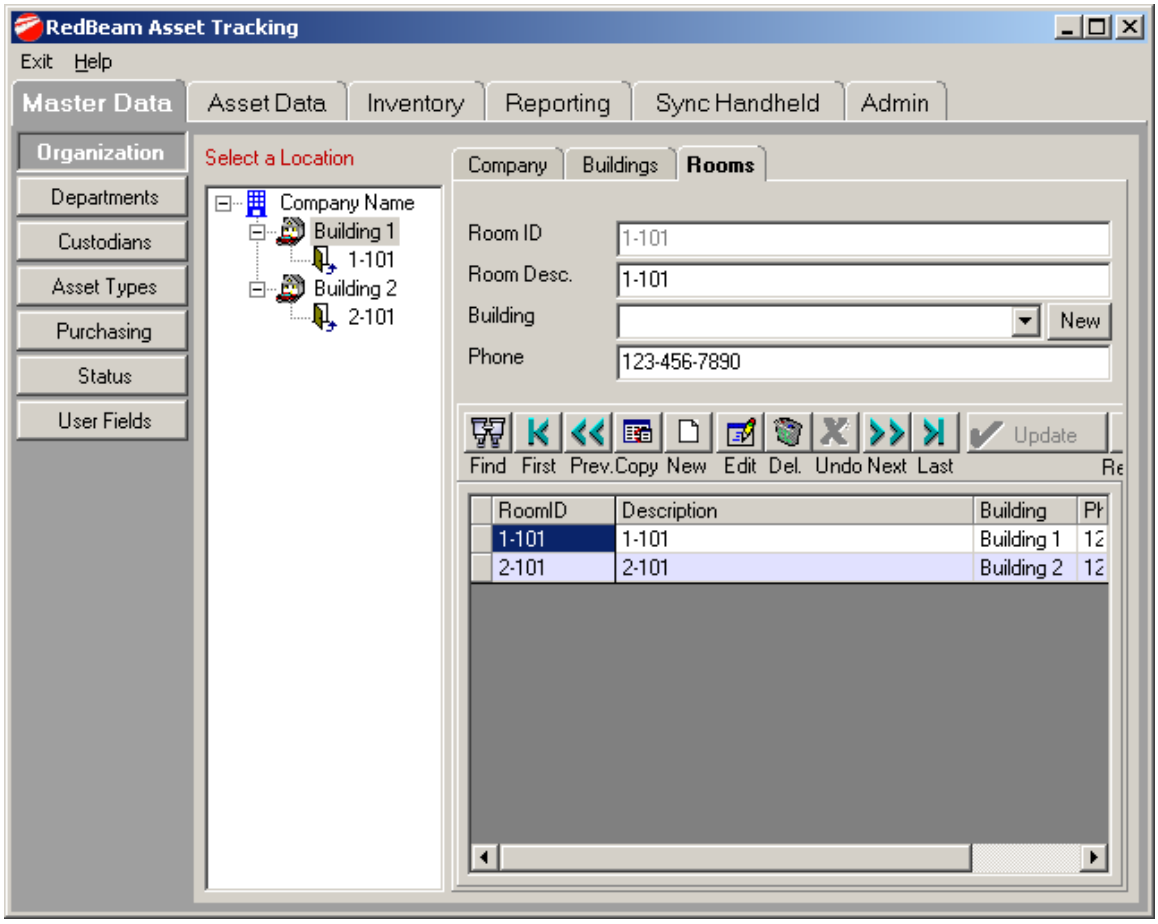
To create a new room, click on the *New* button and enter the information. If you are labeling each room with a barcode, enter the barcode ID as the unique room ID. Be sure to enter the building in which the room is located. This is mandatory. When finished, click the *Add* button.

To edit an existing room, click the *Edit* button and update the information. When finished, click the *Update* button.

To delete a room, first be sure to move or delete all assets assigned to the room. Then click on the *Delete* button and confirm the deletion when prompted.

You can view all of the rooms by scrolling through the list on the bottom panel.

If while entering information about the room, you find that one of the drop-down fields does not have a desired value, click the *New* button to the right of the drop-down arrow. This will allow you to enter the desired value and then return to the original room record.



©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.
Contact us at www.redbeam.com.

Departments

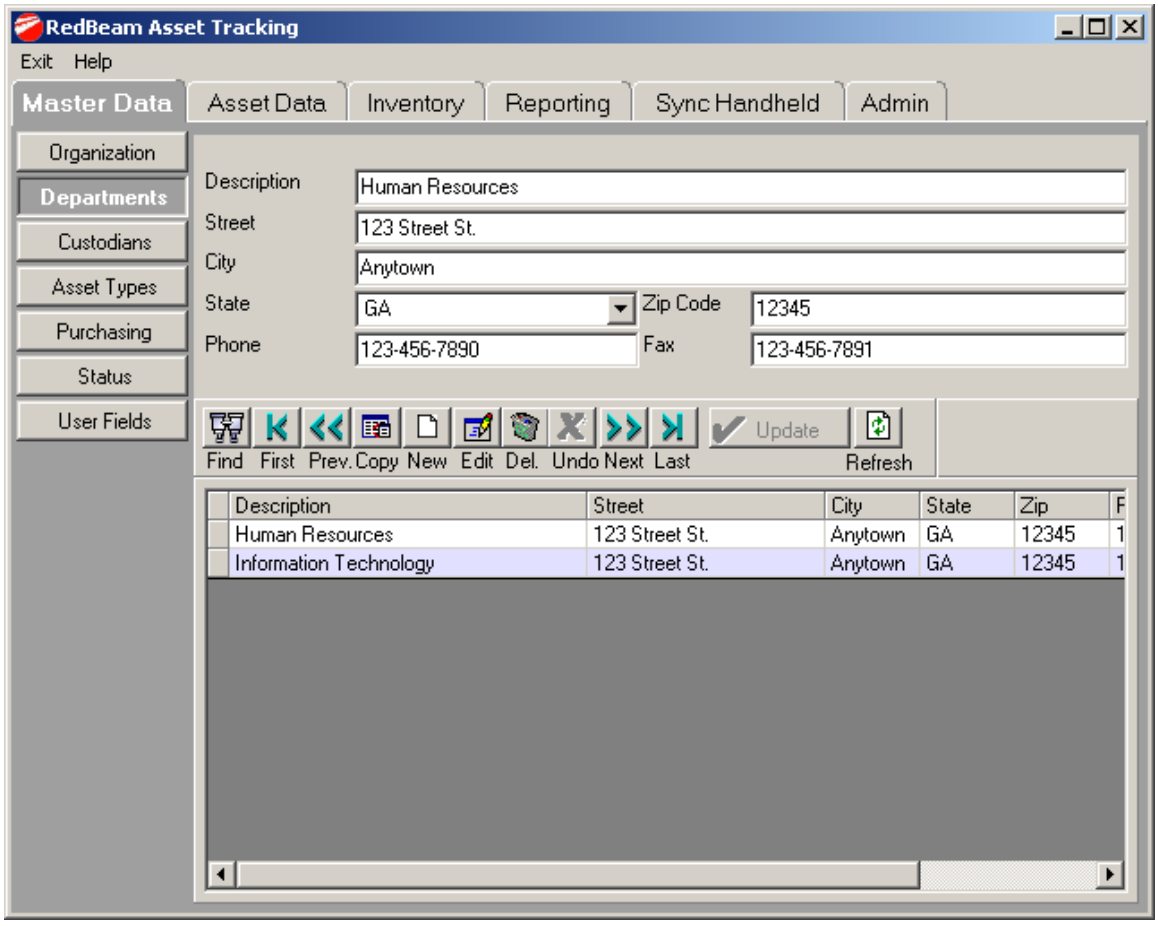
To set up your departments, click on the *Departments* button. A department is not a physical location like a building or a room. It is an area of responsibility like the purchasing or the human resources department. Two assets that are physically located in one room may belong to two different departments.

To create a new department, click the *New* button and enter the information. When finished, click the *Add* button.

To edit an existing department, click the *Edit* button and update the information. When finished, click the *Update* button.

To delete a department, click on the *Delete* button and confirm the deletion when prompted. The department will be erased from any related records.

You can view all of the departments by scrolling through the list on the bottom panel.



©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.
Contact us at www.redbeam.com.

Custodians

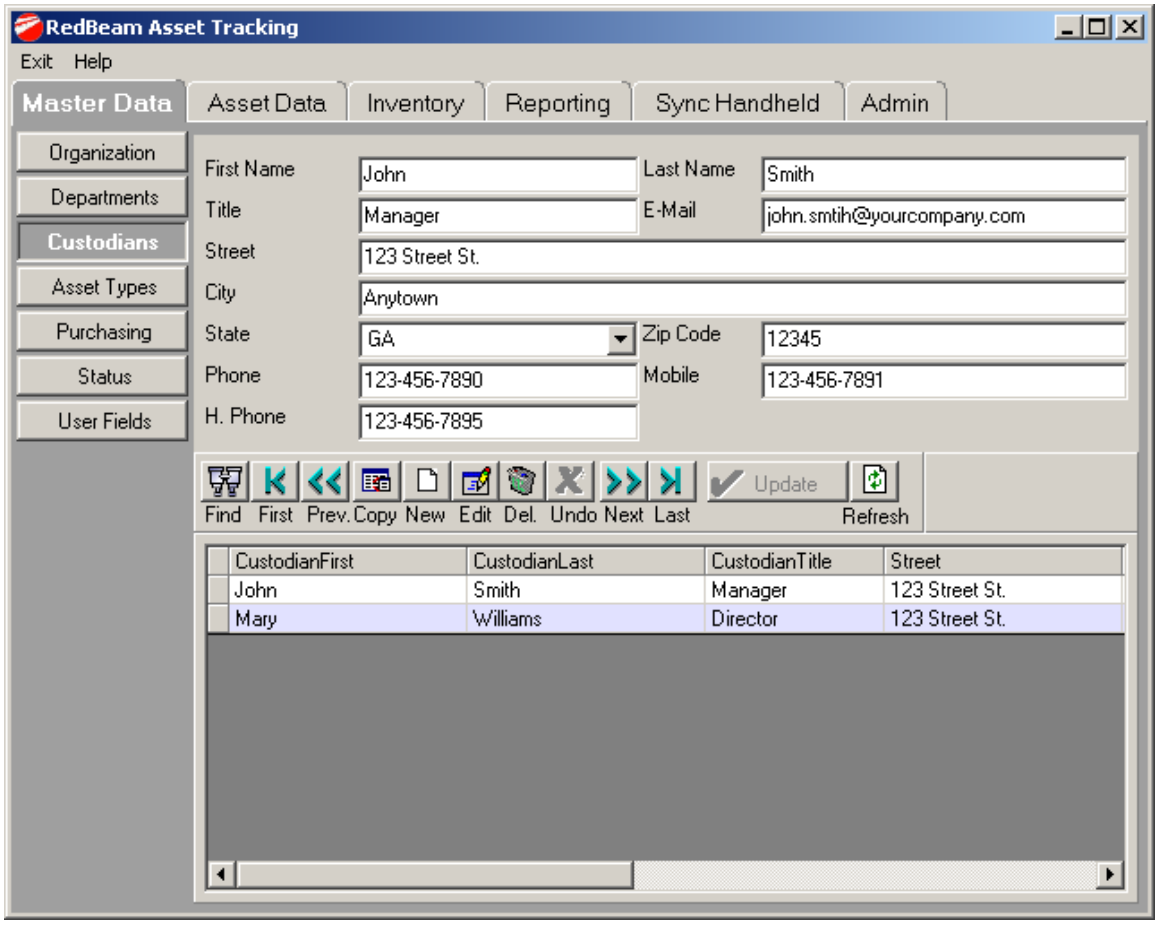
To set up your custodians, click on the *Custodians* button. A custodian is the person responsible for an asset.

To create a new custodian, click the *New* button and enter the information. When finished, click the *Add* button.

To edit an existing custodian, click the *Edit* button and update the information. When finished, click the *Update* button.

To delete a custodian, click on the *Delete* button and confirm the deletion when prompted. The custodian will be erased from any related records.

You can view all of the custodians by scrolling through the list on the bottom panel.



©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.
Contact us at www.redbeam.com.

Asset Types

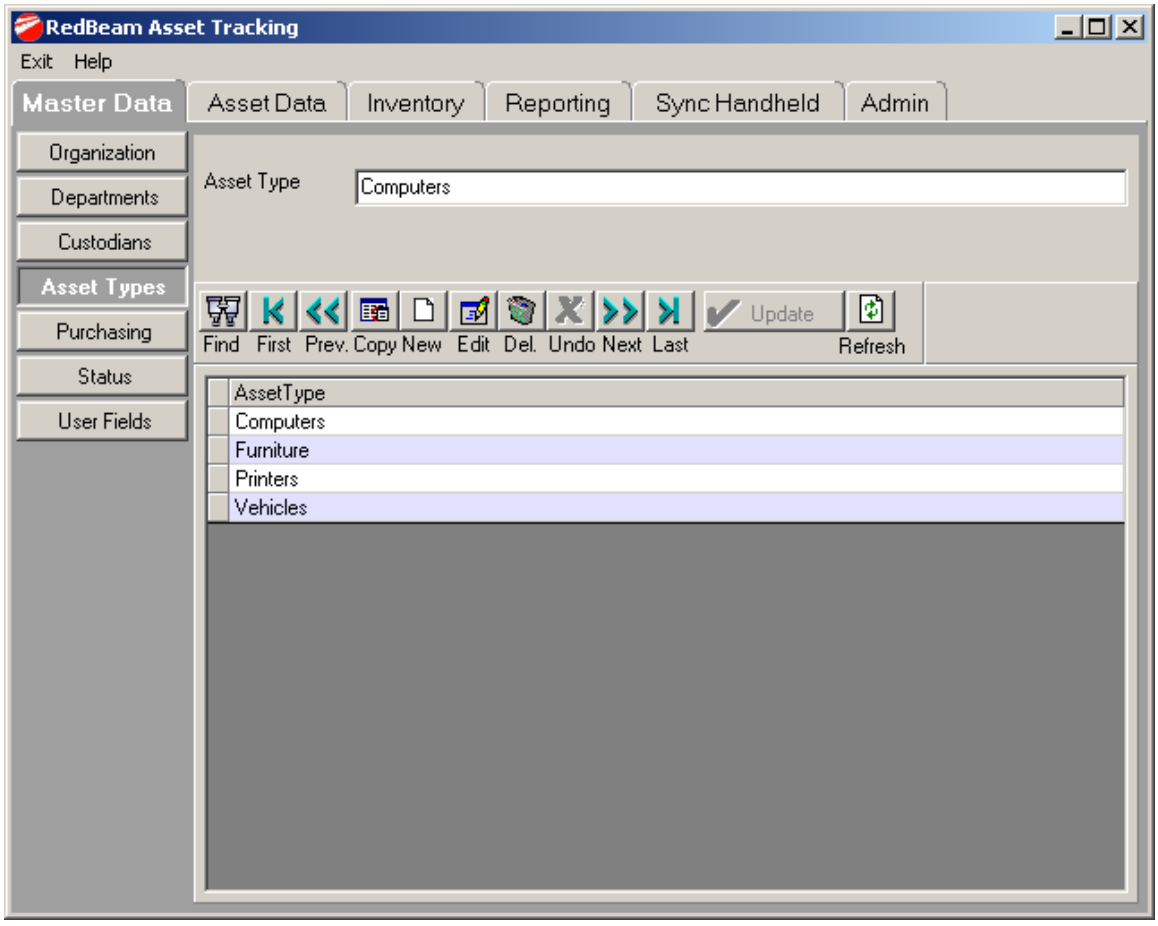
To set up your asset types, click on the *Asset Types* button. An asset type is a category to which the asset belongs. Examples include computers, furniture, vehicles, or equipment.

To create a new asset type, click the *New* button and enter the information. When finished, click the *Add* button.

To edit an existing asset type, click the *Edit* button and update the information. When finished, click the *Update* button.

To delete an asset type, click on the *Delete* button and confirm the deletion when prompted. The asset type will be erased from any related records.

You can view all of the asset types by scrolling through the list on the bottom panel.



©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.
Contact us at www.redbeam.com.

Purchasing

To set up your purchasing information, click on the *Purchasing* button. Purchasing includes manufacturers, vendors, accounts and depreciation classes.

Manufacturers

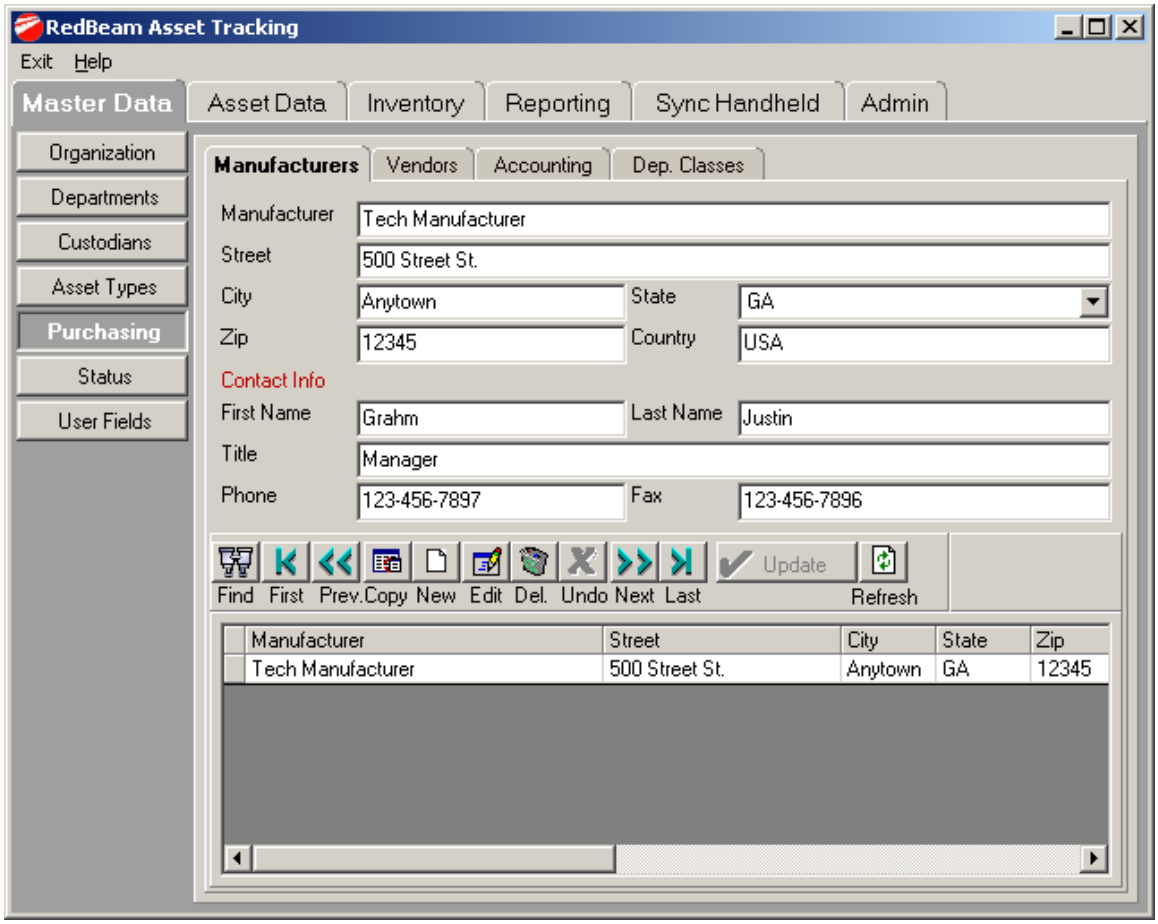
To set up manufacturers, click on the *Manufacturers* tab. A manufacturer is the company or organization that originally produced the asset.

To create a new manufacturer, click the *New* button and enter the information. When finished, click the *Add* button.

To edit an existing manufacturer, click the *Edit* button and update the information. When finished, click the *Update* button.

To delete a manufacturer, click on the *Delete* button and confirm the deletion when prompted. The manufacturer will be erased from any related records.

You can view all of the manufacturers by scrolling through the list on the bottom panel.



©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.
Contact us at www.redbeam.com.

Vendors

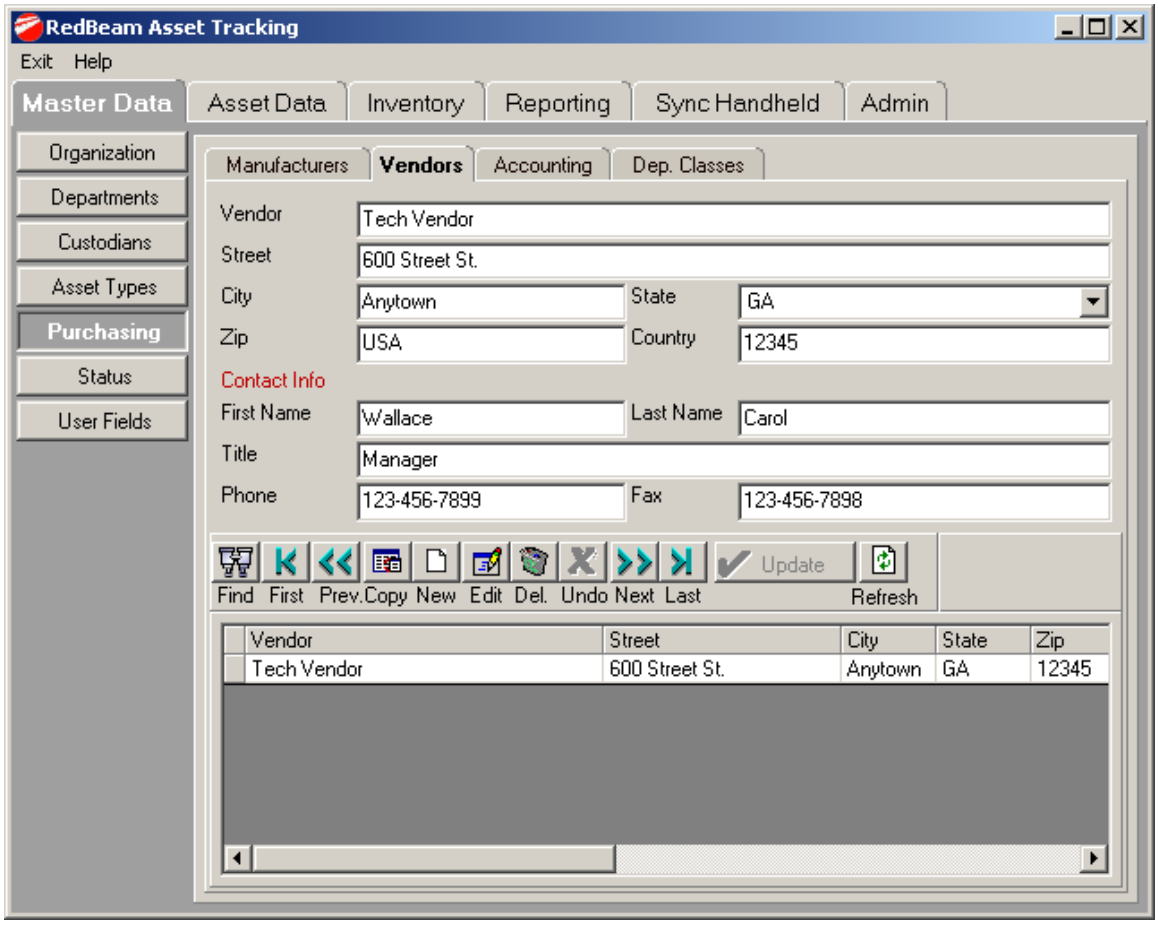
To set up vendors, click on the *Vendors* tab. A vendor is the company or organization from whom the asset was purchased.

To create a new vendor, click the *New* button and enter the information. When finished, click the *Add* button.

To edit an existing vendor, click the *Edit* button and update the information. When finished, click the *Update* button.

To delete a vendor, click on the *Delete* button and confirm the deletion when prompted. The vendor will be erased from any related records.

You can view all of the vendors by scrolling through the list on the bottom panel.



©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.
Contact us at www.redbeam.com.

Accounting

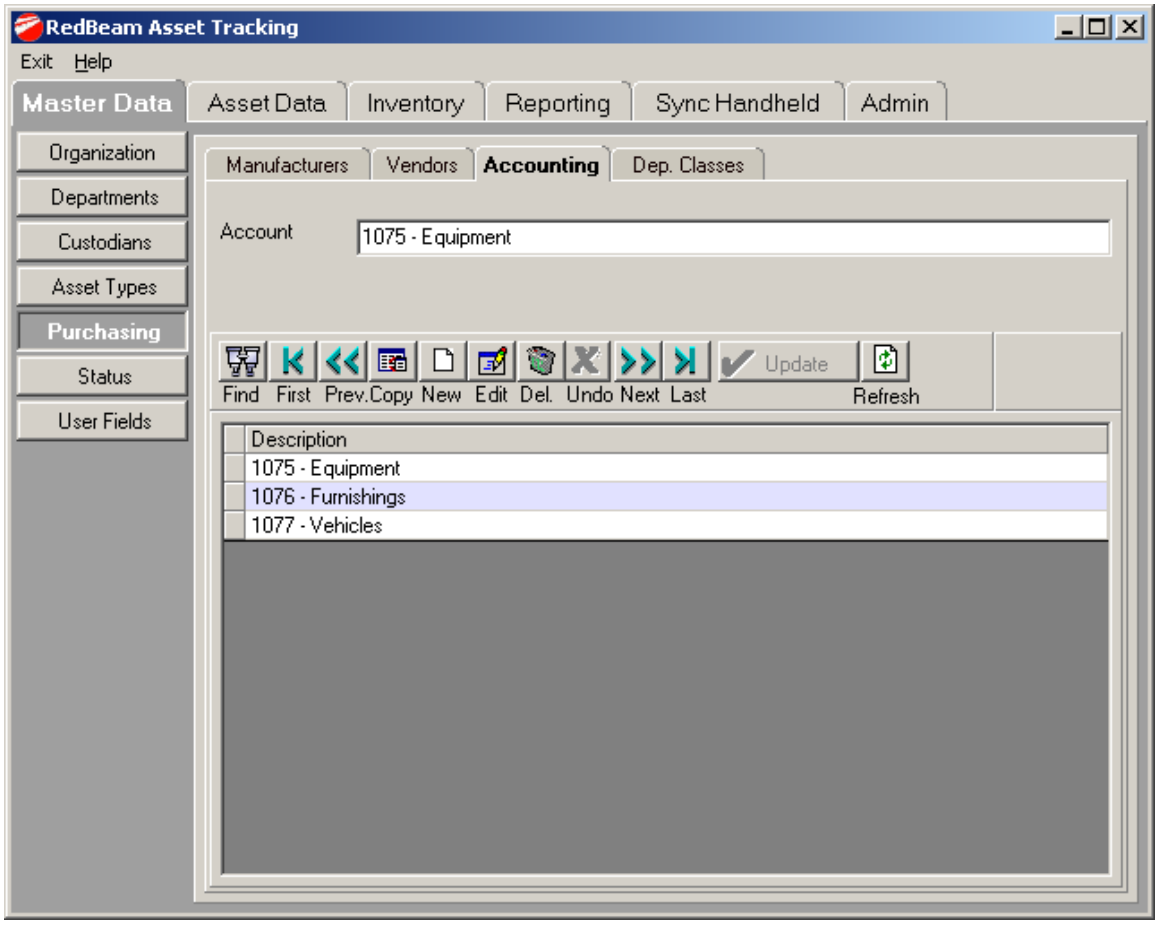
To set up accounts, click on the *Accounting* tab. An account can be used to track accounting data like a general ledger account or a cost center.

To create a new account, click the *New* button and enter the information. When finished, click the *Add* button.

To edit an existing account, click the *Edit* button and update the information. When finished, click the *Update* button.

To delete an account, click on the *Delete* button and confirm the deletion when prompted. The account will be erased from any related records.

You can view all of the accounts by scrolling through the list on the bottom panel.



©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.
Contact us at www.redbeam.com.

Depreciation Classes

To set up depreciation classes, click on the *Dep. Classes* tab. A depreciation class determines how and when an asset is depreciated.

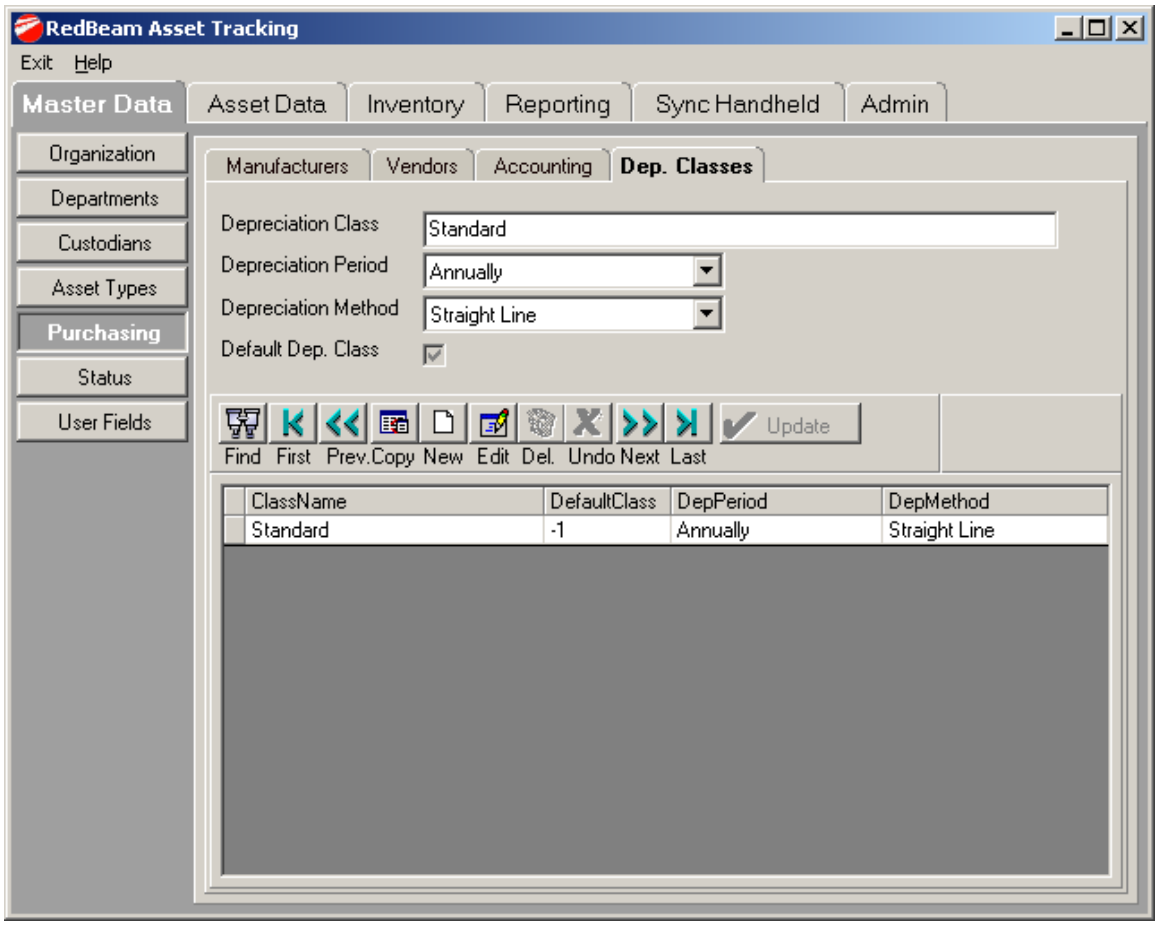
The system requires one default depreciation class. This is the depreciation class that will be assigned to an asset if no other depreciation class is chosen. The standard depreciation class settings are straight line, annually. Although the default depreciation class cannot be deleted, the depreciation class description, period and method can be changed.

To create a new depreciation class, click the *New* button and enter the information. The depreciation period determines when the asset is depreciated. The depreciation method determines how the asset is depreciated. (Depreciation periods and methods are described in more detail in Appendix A). When finished, click the *Add* button.

To edit an existing depreciation class, click the *Edit* button and update the information. When finished, click the *Update* button.

To delete a depreciation class, click on the *Delete* button and confirm the deletion when prompted. The depreciation class will be erased from any related records.

You can view all of the depreciation classes by scrolling through the list on the bottom panel.



©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.
Contact us at www.redbeam.com.

Status

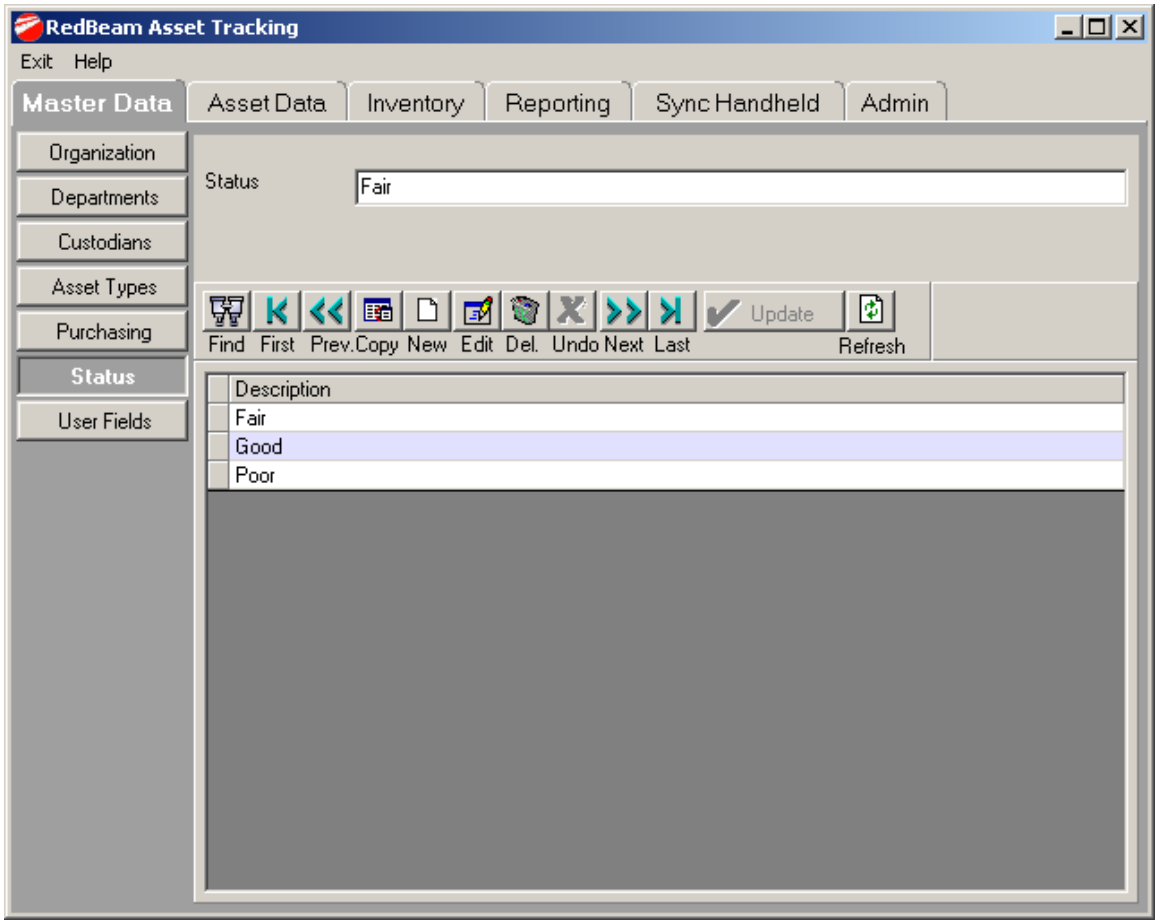
To set up asset status information, click on the *Status* button. A status is used to indicate the condition or state of the asset. For example a status could be "*Good*", "*Fair*", "*Poor*", "*Surplus*", "*Out for Repairs*" or "*Sold*".

To create a new status, click the *New* button and enter the information. When finished, click the *Add* button.

To edit an existing status, click the *Edit* button and update the information. When finished, click the *Update* button.

To delete a status, click on the *Delete* button and confirm the deletion when prompted. The status will be erased from any related records.

You can view all of the statuses by scrolling through the list on the bottom panel.



©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.
Contact us at www.redbeam.com.

User Fields

To create user defined fields, click on the *User Fields* button. User fields allow you to add up to fifty additional fields to the system. For example, color or size might be considered important data. These fields will display in the *User Fields* tab under *Asset Data* as soon as the field is created.

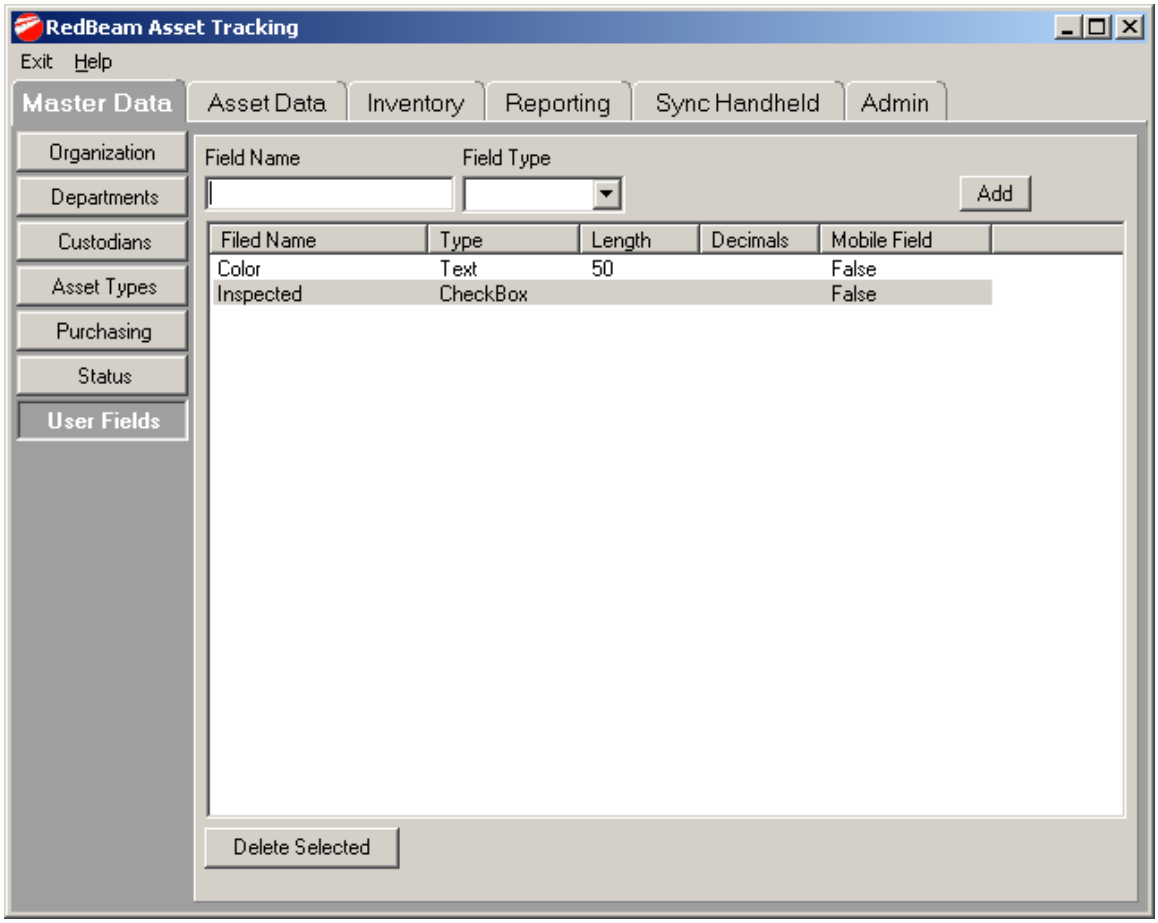
To create a new user field, enter the field name and the type of field. If the field value will be a number, select the integer field type. If it will be a description, enter the text field type and so on.

If you select decimal as the type of field, enter the number of decimals desired between 0 and 6.

If you select text as the type of field, enter the number of characters desired between 1 and 50.

Then click the *Add* button.

To delete user fields, select a field by clicking on it, and click the *Delete Selected* button. The user field will be erased from any related records.

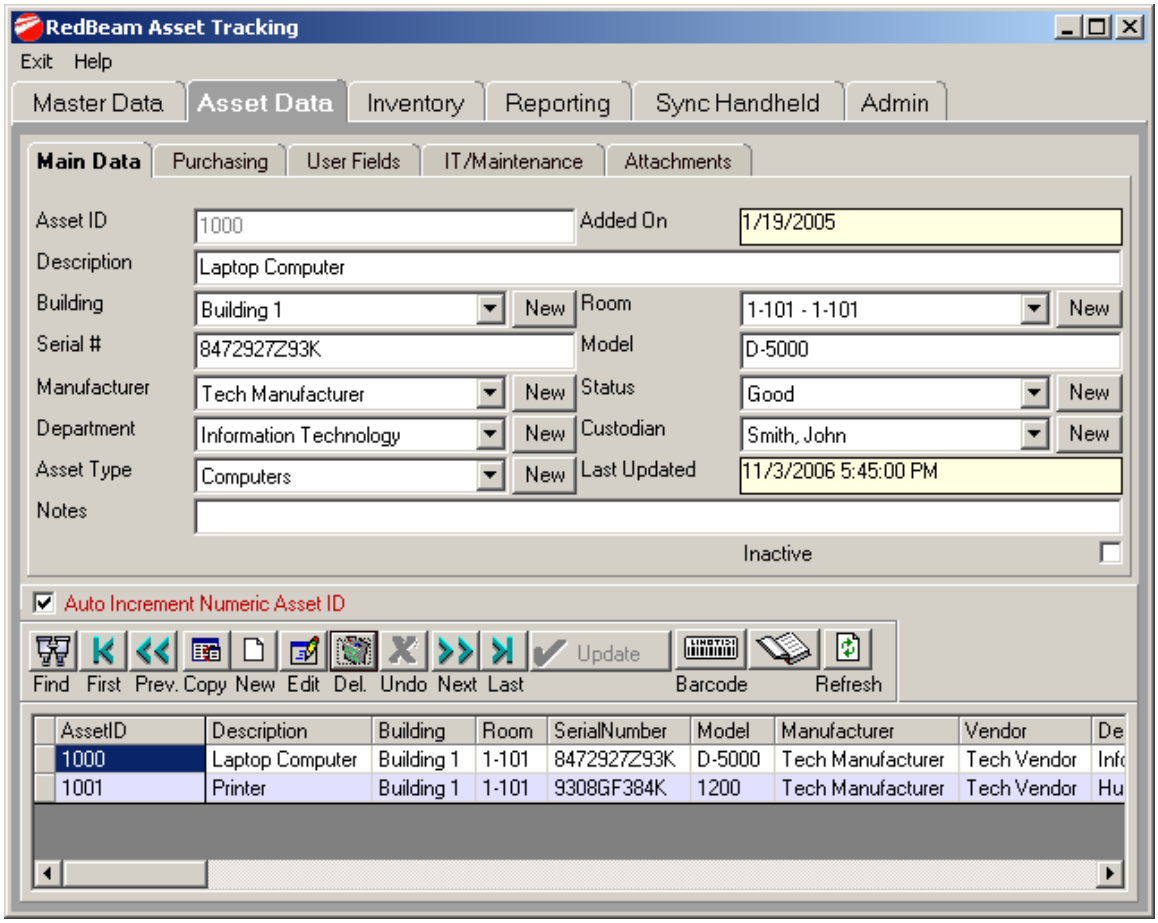


©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.
Contact us at www.redbeam.com.

Asset Data

The *Asset Data* tab is where all of the asset information is entered. As indicated by the sub-tabs listed along the top of the data entry section, the following data is entered under *Master Data*:

Main Data – general information about the asset including location and description
Purchasing – purchasing information including when and where the asset was bought
User Fields – user-defined information about the asset
IT/Maintenance – information technology data, maintenance records and notification messages
Attachments – attached documents and images



©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.
Contact us at www.redbeam.com.

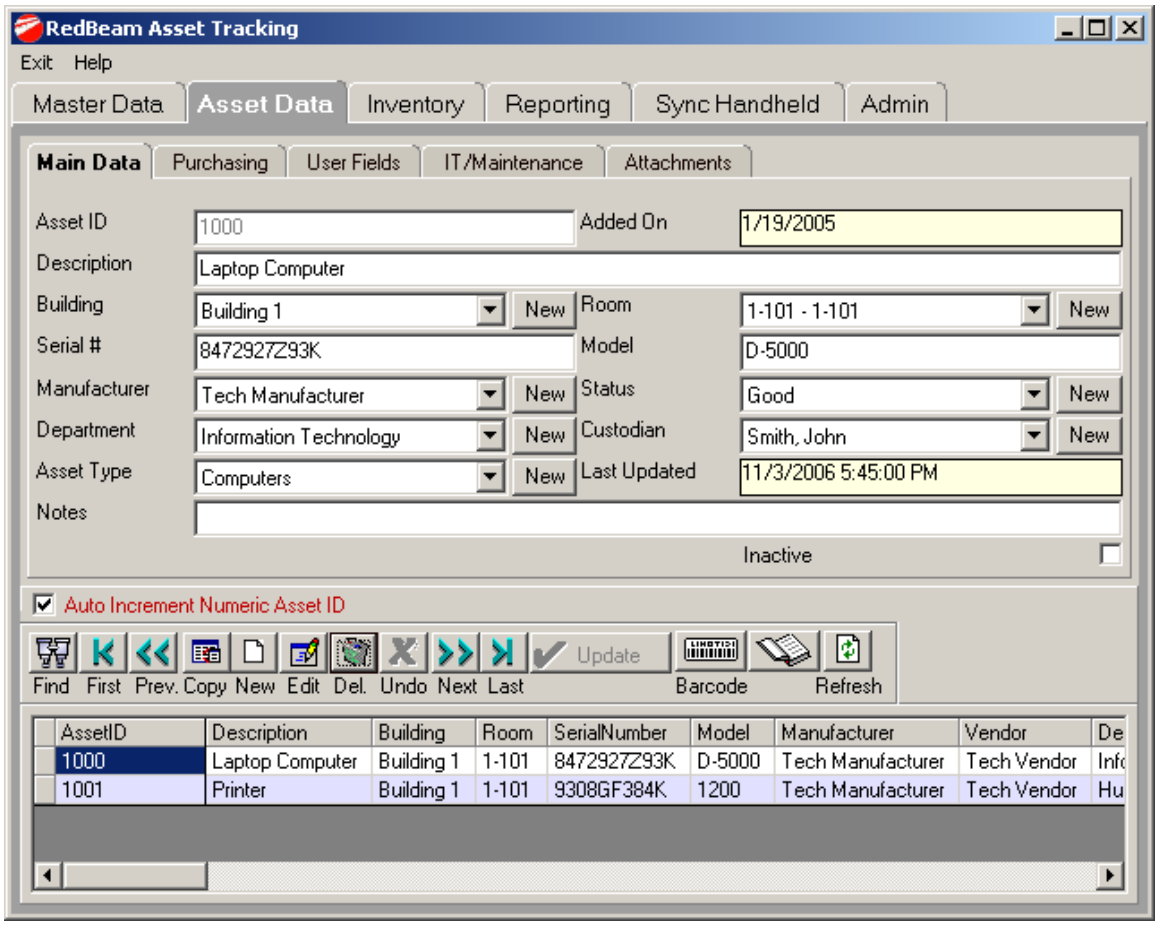
Main Data

Under the *Main Data* tab, enter the basic information about each of your assets including asset ID, building, room, description, serial #, model, manufacturer, department, custodian, status, asset type and notes. The date the asset was added is shown in the *Added On* field. The date that the asset was last updated is shown in the *Last Updated* field.

To create a new asset, click on the *New* button and enter the information. If you are labeling each asset with a barcode, enter the barcode ID as the asset ID. You can click the *Barcode* button to print an asset label. Printer settings will be the ones last selected in the *Reporting->Label Printing* function. Note: If you would like the system to increase the numbers incrementally when each new record is added, put a check mark in the *Auto Increment Numeric Asset ID* flag. Be sure to enter the building and the room in which the asset is located. This is mandatory. When finished, click the *Add* button.

To edit an existing asset, click the *Edit* button and update the information. When finished, click the *Update* button. To delete an asset, click on the *Delete* button and confirm the deletion when prompted. You can view all of the assets by scrolling through the list on the bottom panel. Click on the log icon to see a complete history of changes made to the asset.

To make an asset inactive, check the *Inactive* box on the bottom right side of the screen. This will keep the asset in the database, but will not include it in a scanner inventory.



©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.
Contact us at www.redbeam.com.

Purchasing

To enter, modify or view the purchasing data for an asset, click on the *Purchasing* tab.

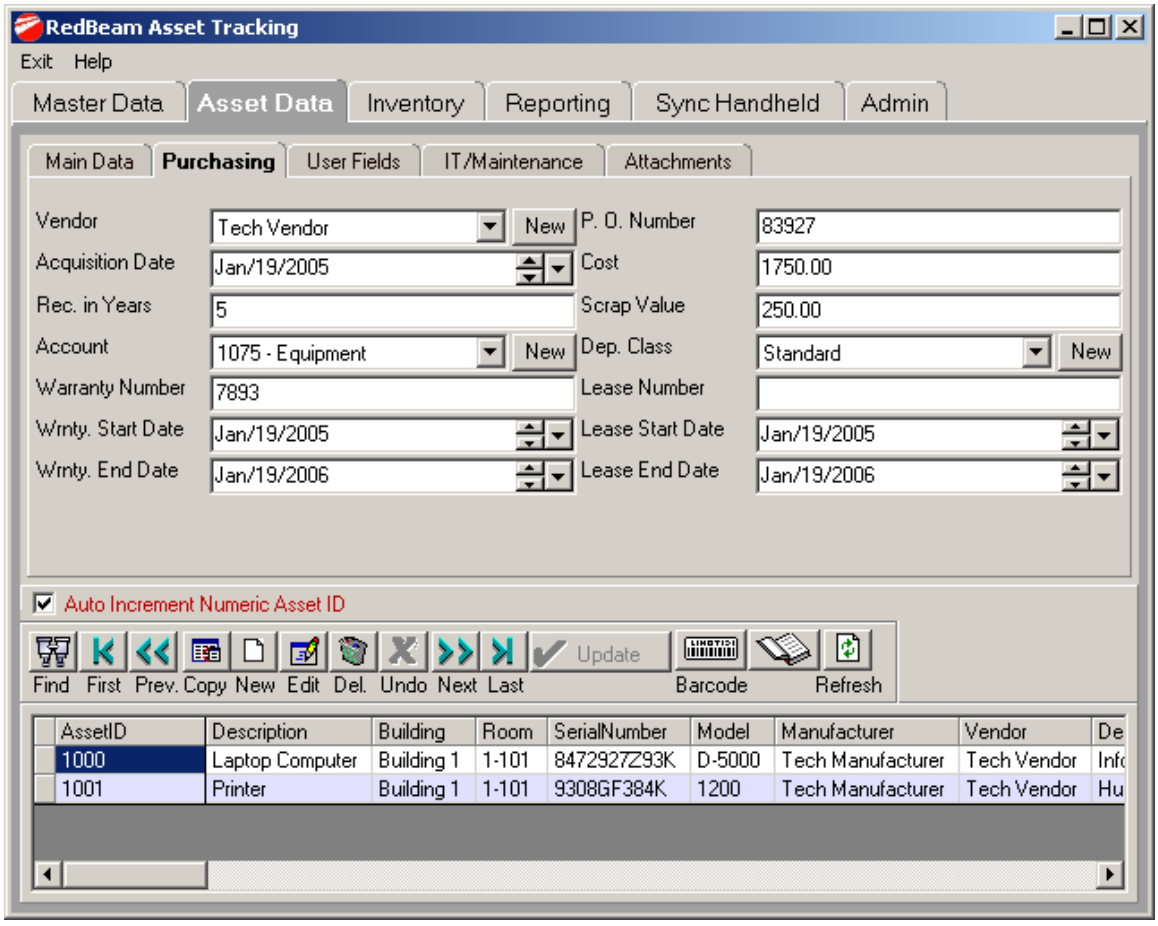
Under the purchasing tab, enter the purchasing information about each of your assets including the vendor, P.O. #, acquisition date, cost, recovery period in years, scrap value, account and depreciation class. The data on this screen will be used to calculate the depreciated value of each asset. Detailed information about depreciation calculations can be found in *Appendix A*.

If applicable, enter warranty and lease start and end dates.

To edit an existing asset, click the *Edit* button and update the information. When finished, click the *Update* button.

To delete an asset, click on the *Delete* button and confirm the deletion when prompted.

You can view all of the assets by scrolling through the list on the bottom panel.



©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.
Contact us at www.redbeam.com.

User Fields

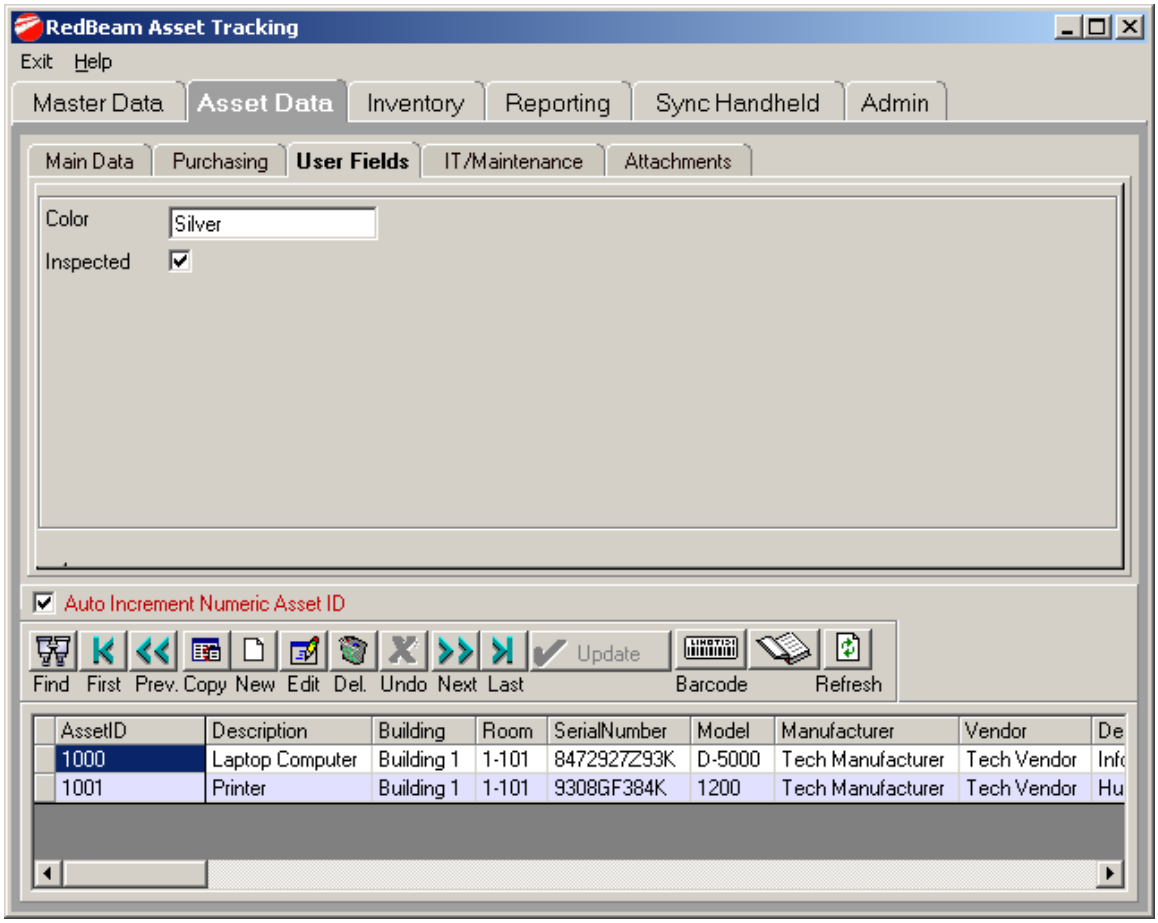
To enter, modify or view user-defined information for an asset, click on the *User Fields* tab.

Under the *User Fields* tab, enter information in the fields that you created in the *Master Data* section of the system. If you have not entered the appropriate format for the field, you will be prompted to fix it before being allowed to update.

To edit an existing asset, click the *Edit* button and update the information. When finished, click the *Update* button.

To delete an asset, click on the *Delete* button and confirm the deletion when prompted.

You can view all of the assets by scrolling through the list on the bottom panel.



©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.
Contact us at www.redbeam.com.

IT/Maintenance

To enter, modify or view information technology, maintenance records and notification messages, click on the *IT/Maintenance* tab.

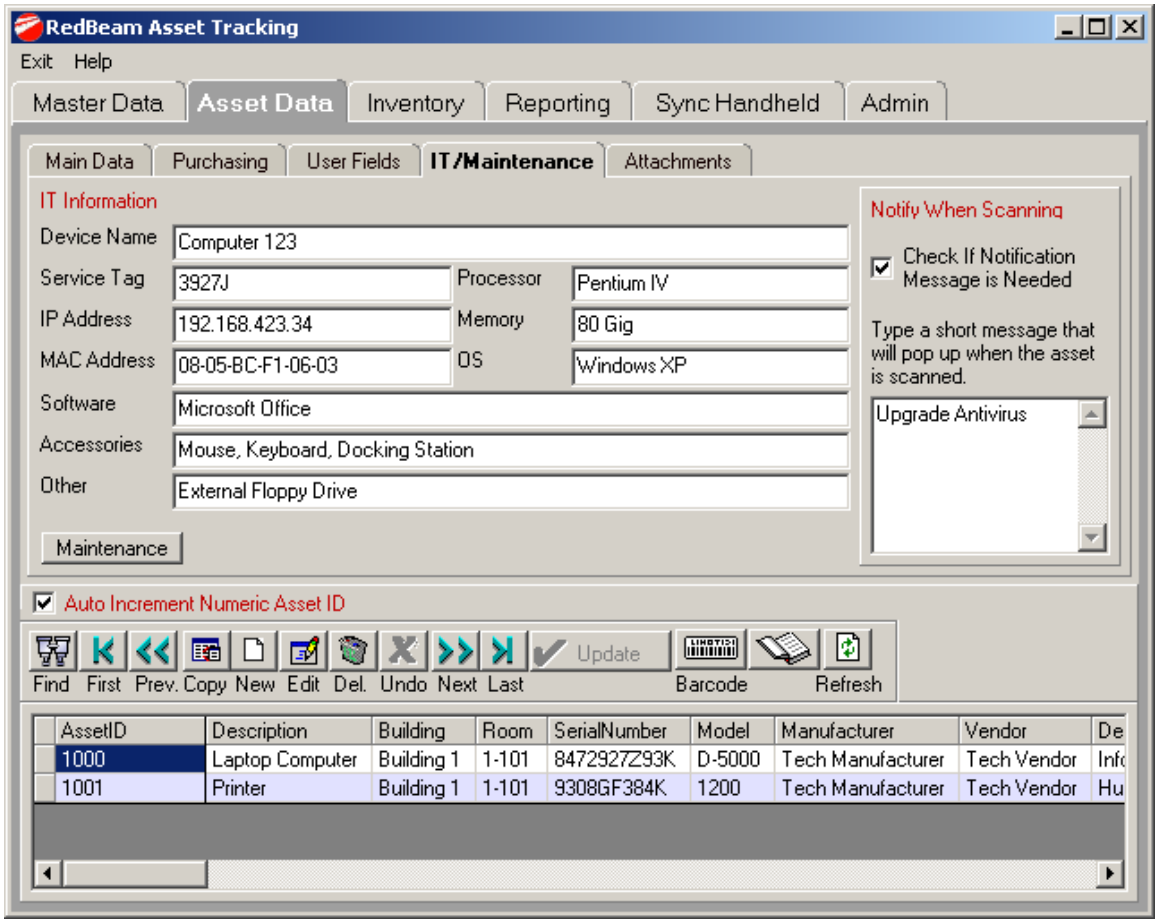
Under the *IT/Maintenance* tab, enter the device name, processor, memory, OS (operating system), software, service tag, IP address, MAC address, accessories or other IT data.

A notification message can be entered that will display on the scanner when the asset barcode is scanned. To enter a notification message click the check box that says, "*Check If Notification Message is Needed*". Then enter text in the box below it.

To edit an existing asset, click the *Edit* button and update the information. When finished, click the *Update* button.

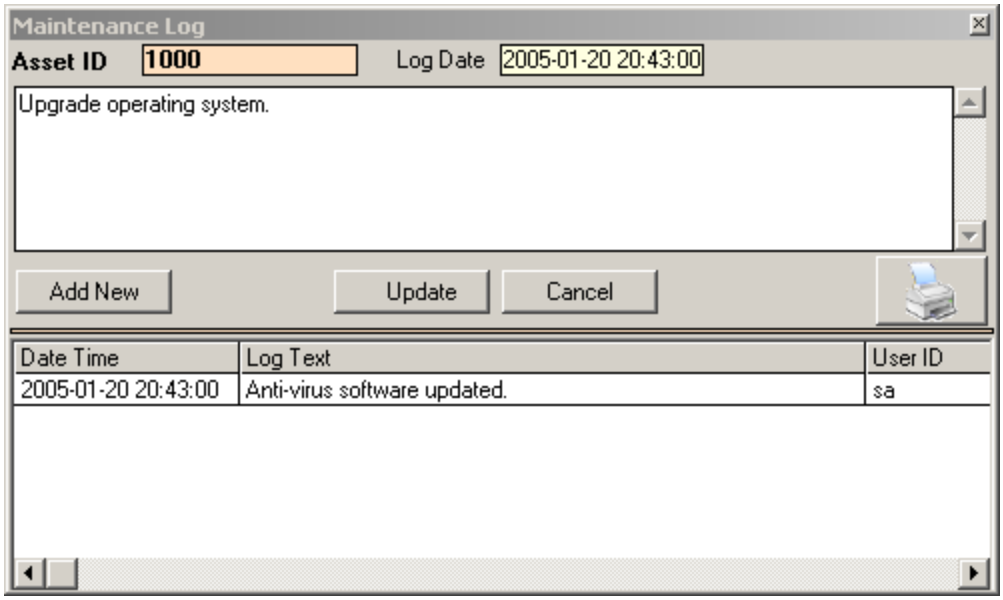
To delete an asset, click on the *Delete* button and confirm the deletion when prompted.

You can view all of the assets by scrolling through the list on the bottom panel.



©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.
Contact us at www.redbeam.com.

To enter a maintenance record, click on the *Maintenance* button. Click on the *Add New* button and type in the data entry fields. When finished, click *Update*.



Clicking the printer icon prints a copy of the log.

©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.
Contact us at www.redbeam.com.

Attachments

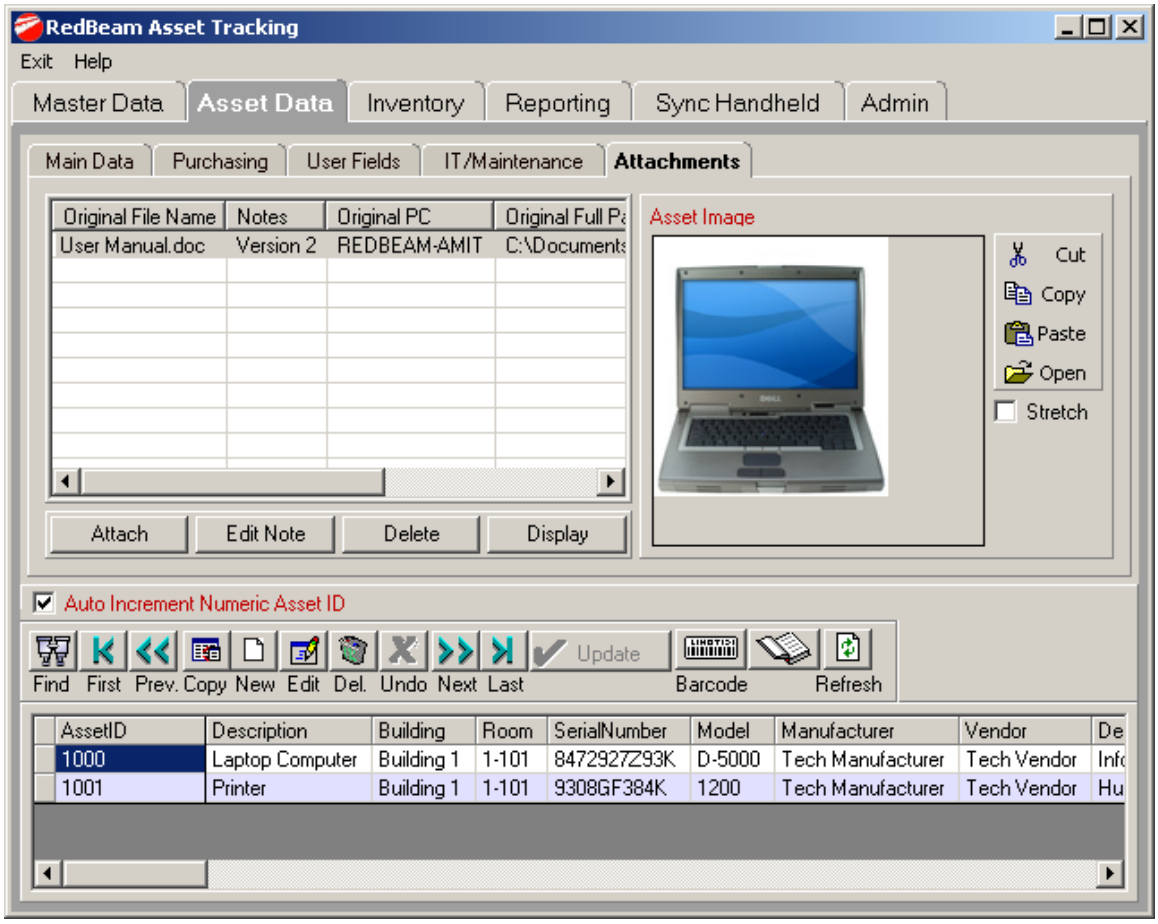
To attach a document or an image, click on the *Attachments* tab.

Under the *Attachments* tab, attach a document by clicking on the *Attach* button. The *Choose a File to Store* window will open. Browse and click on the file you would like to attach. When finished, click *Open*. The *Attach Document* window will open displaying the file name and the original file path. You can enter a note about the document in the *Notes* field. Click *Attach* to attach the document. To display the document, click *Display*. To edit the document note, click *Edit Note*, make changes and click *Save*. Click *Delete* to delete the document.

Note: Although the original file path is saved for reference purposes, a copy of the document will be saved in the RedBeam Asset Tracking database. The system will access the copy when you display the document. If you make changes to the document, save it and re-attach it.

To enter an image, copy the image you want to add and click the *Paste* button. You may also insert an image from a file on your computer by clicking the *Open* button.

To edit an existing asset, click the *Edit* button and update the information. When finished, click the *Update* button. To delete an asset, click on the *Delete* button and confirm the deletion when prompted. You can view all of the assets by scrolling through the list on the bottom panel.

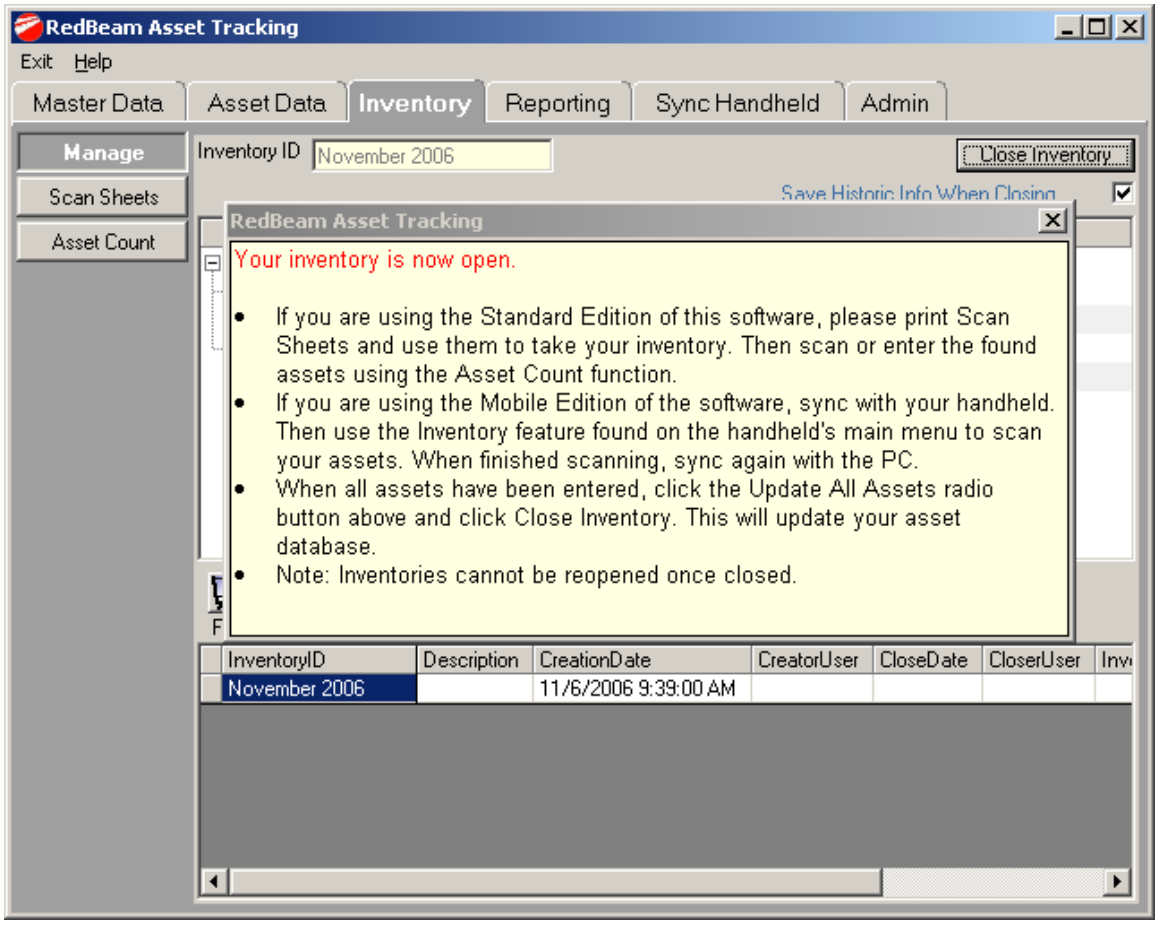


©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.
Contact us at www.redbeam.com.

Inventory

The Inventory tab is where a physical inventory is created and updated with assets found during the inventory. As indicated by the buttons listed along the left hand side of the screen, the following functions are performed for an inventory:

Manage – create, close and delete physical inventories
Scan Sheets – print barcoded count sheets to use while taking an inventory
Asset Count – scan or enter found assets


RedBeam Asset Tracking
Exit
Help
Master Data
Asset Data
Inventory
Reporting
Sync Handheld
Admin
Manage
Scan Sheets
Asset Count
Inventory ID
November 2006
Close Inventory
Save Historic Info When Closing
RedBeam Asset Tracking
Your inventory is now open.
If you are using the Standard Edition of this software, please print Scan Sheets and use them to take your inventory. Then scan or enter the found assets using the Asset Count function.
If you are using the Mobile Edition of the software, sync with your handheld. Then use the Inventory feature found on the handheld's main menu to scan your assets. When finished scanning, sync again with the PC.
When all assets have been entered, click the Update All Assets radio button above and click Close Inventory. This will update your asset database.
Note: Inventories cannot be reopened once closed.
InventoryID
Description
CreationDate
CreatorUser
CloseDate
CloserUser
November 2006
11/6/2006 9:39:00 AM

©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.
Contact us at www.redbeam.com.

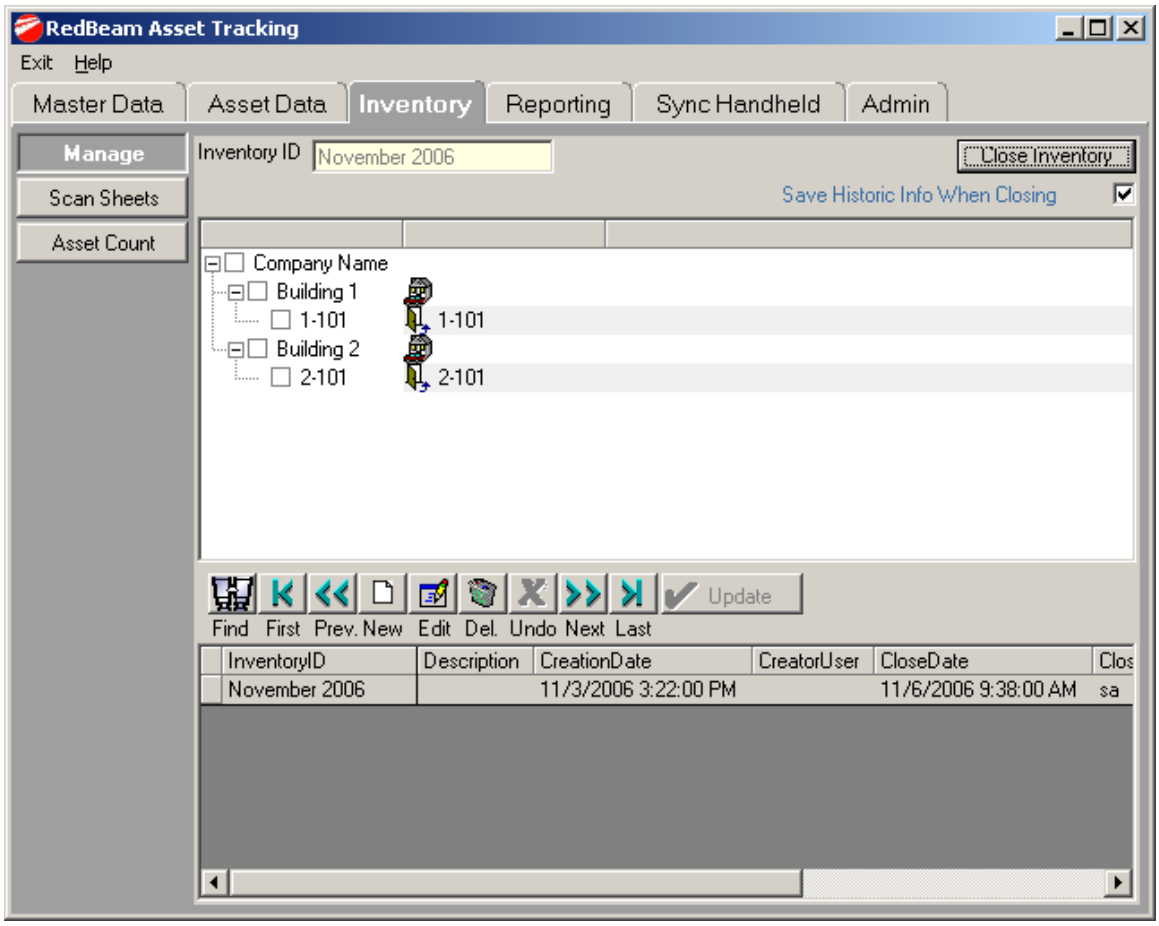
Manage - Create Inventory

Periodically, you will want to take a physical inventory of your assets using your scanner.

To create an inventory, go to the *Manage* screen and click the *New* button. Enter an *Inventory ID* and click *Update*.

If you are using the *Standard Edition* of this software, please print *Scan Sheets* and use them to take your inventory. Then scan or enter your assets using the *Asset Count* function.

If you are using the *Mobile Edition* of this software, sync with your handheld using the *Sync Scanner* tab. Then, use the *Inventory* feature on the handheld's main menu to scan your assets. (Please review the *Using the Mobile Computers* section of this manual for a complete overview of the handheld functions.) When finished scanning, sync again with the PC.



©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.
Contact us at www.redbeam.com.

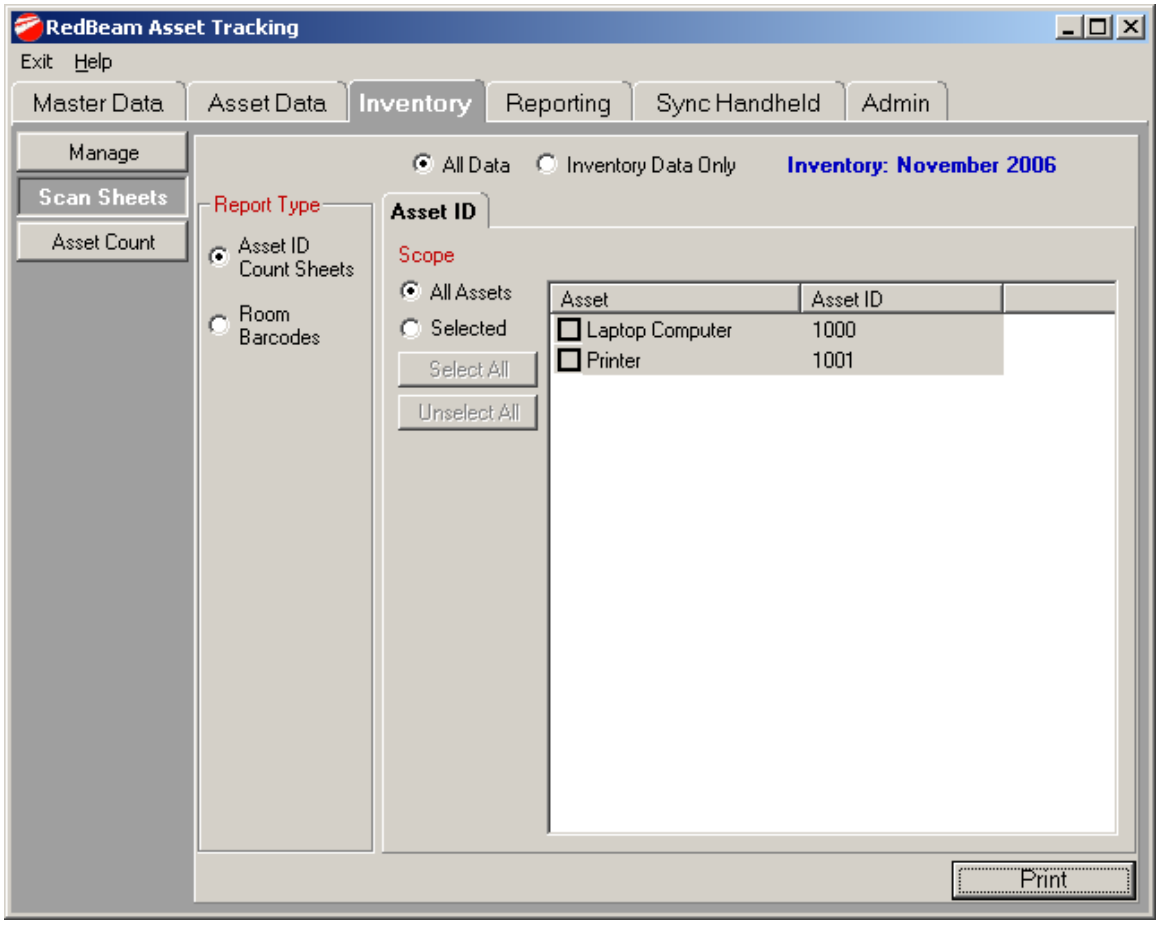
Scan Sheets

If you are using the *Standard Edition* of this software, please print scan sheets and use them to take your inventory.

Select the *Scan Sheets* function. Choose to print either *Asset ID Count Sheets* or *Room Barcodes* by selecting the appropriate radio button in the *Report Type* section.

You can choose to display *All Data* in the system or *Inventory Data Only* by selecting the appropriate radio button at the top of the screen.

Narrow the scope of your count sheets using the *Scope* section. When finished, click *Print*.



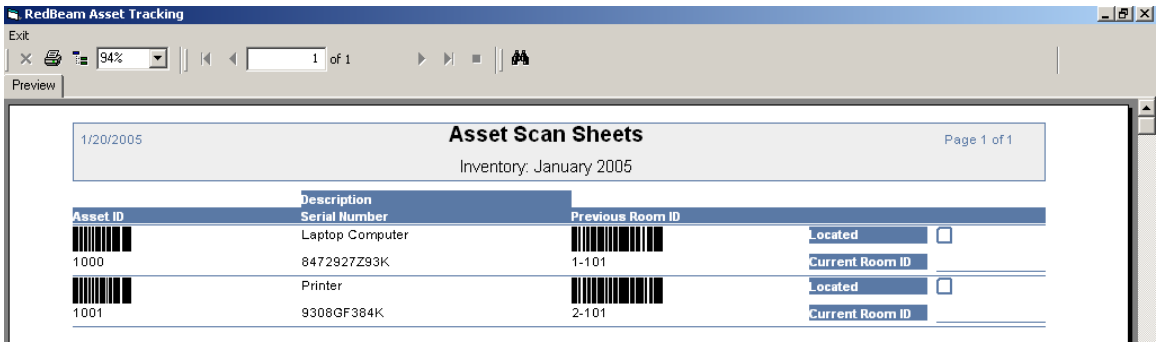
©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.
Contact us at www.redbeam.com.

Asset Count

If you are using the *Standard Edition* of this software, please print *Scan Sheets* and use them to take your inventory.

Go through your buildings and rooms to find assets. When one is found, find it on the scan sheets. With a pen or pencil, put a check mark in the located field.

If the room ID is the same as the room the asset was previously found in, you do not need to enter a current room ID. If the asset is in a different room, write in the room ID in the *Current Room ID* field.



When you are done taking you count, use the *Asset Count* function on the PC to enter your data.

©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.
Contact us at www.redbeam.com.

The *Asset Count* function allows you to scan or type in the data collected during your inventory.

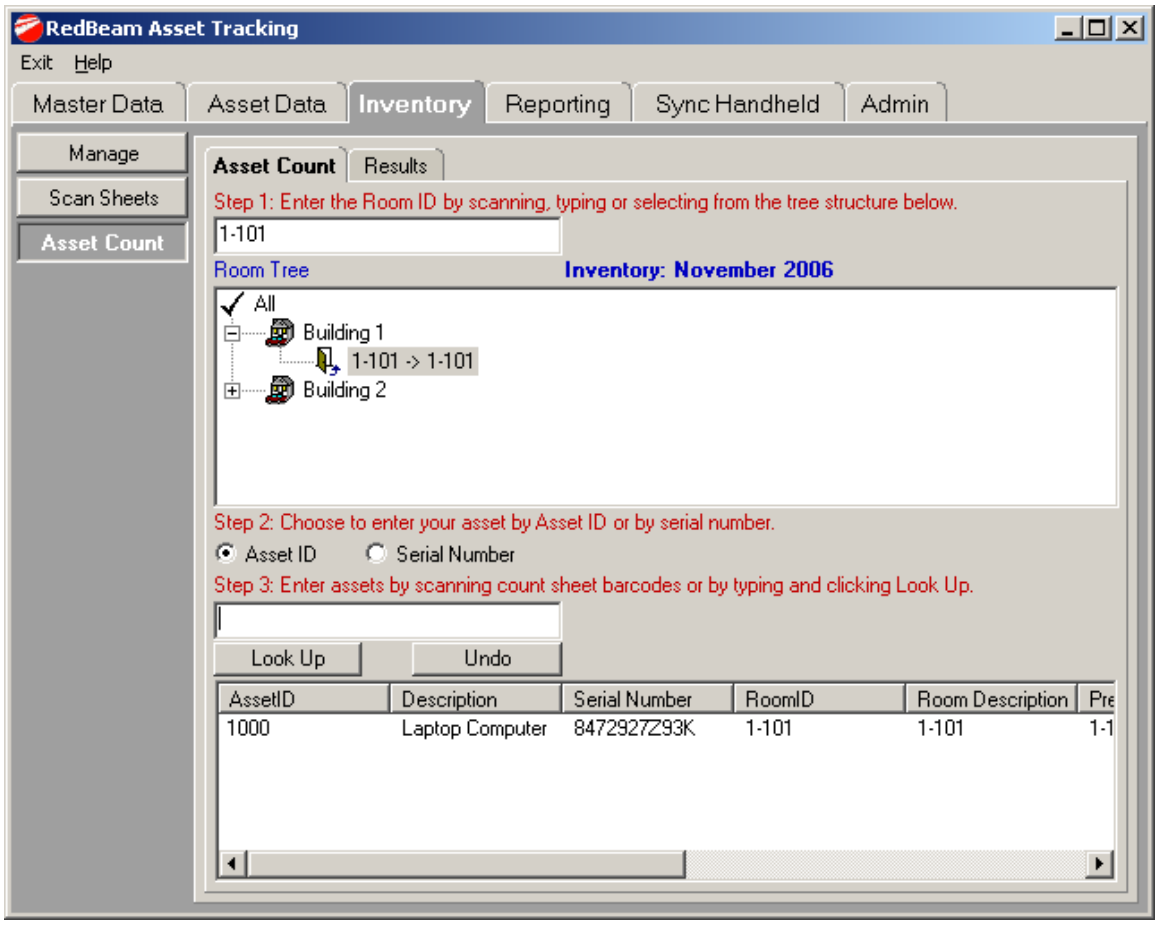
With your completed count sheets in front of you, follow the steps indicated on the screen.

Step 1: Enter the *Room ID* of the first found asset on your list by scanning (if the asset was found in the room indicated by the *Previous Room ID* barcode), by typing or by selecting from the tree structure.

Step 2: Choose to enter your asset by *Asset ID* or by *Serial Number* by selecting the appropriate radio button. You will likely almost always use *Asset ID*.

Step 3: Enter assets by scanning count sheet barcodes or by typing the asset ID and clicking *Look Up*.

As you scan or enter found items, they will be listed in the grid at the bottom of the screen. If you make a mistake, you can click the *Undo* button to reverse the entry.



©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.
Contact us at www.redbeam.com.

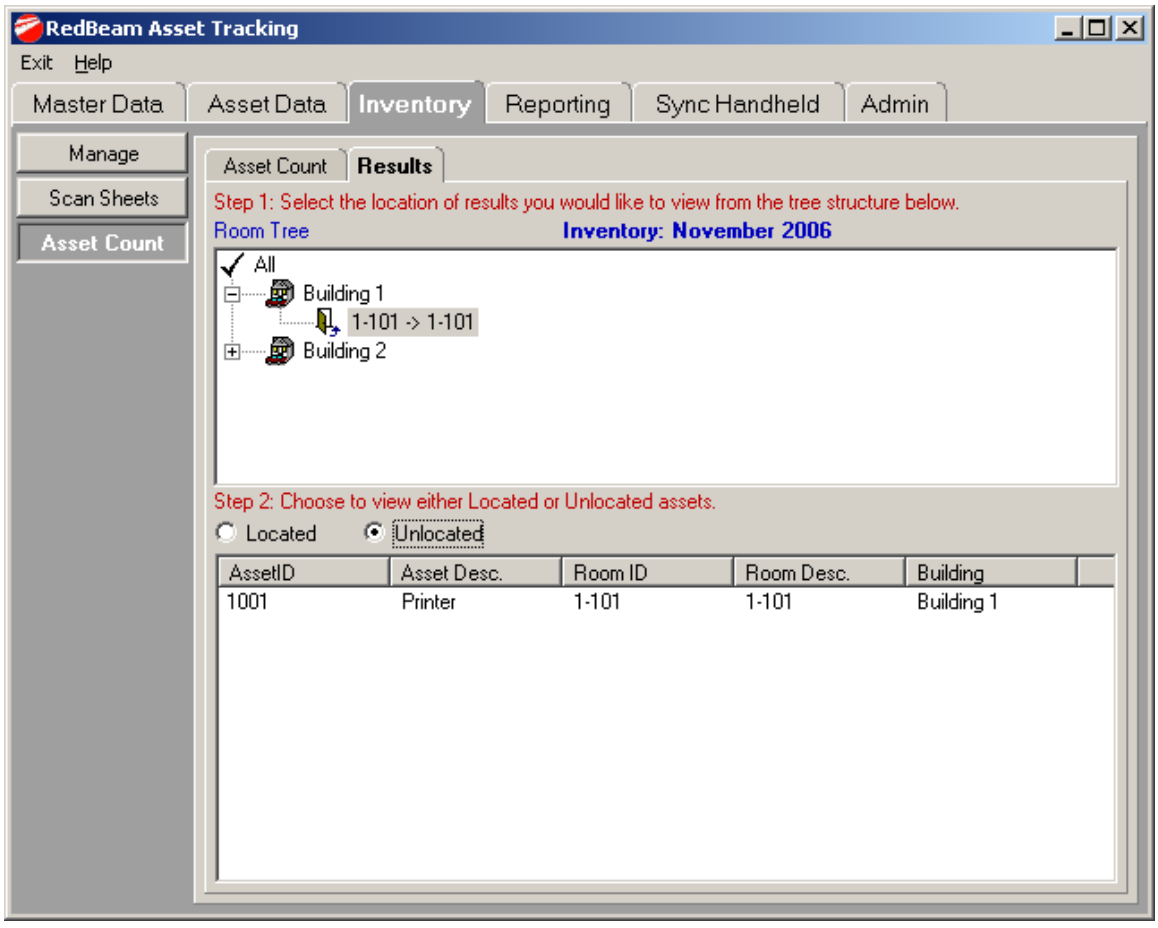
The *Results* tab will show you a list of all of your located and unlocated assets. This is a quick preview of assets you have found and those that are still missing. To view more detailed reports, you can go to *Reporting->Inventory*.

To use the *Results* function, follow the steps indicated on the screen.

Step 1: Select the location of the results you would like to view from the tree structure.

Step 2: Choose to view either *Located* or *Unlocated* assets.

The results will be displayed in the grid at the bottom of the screen.



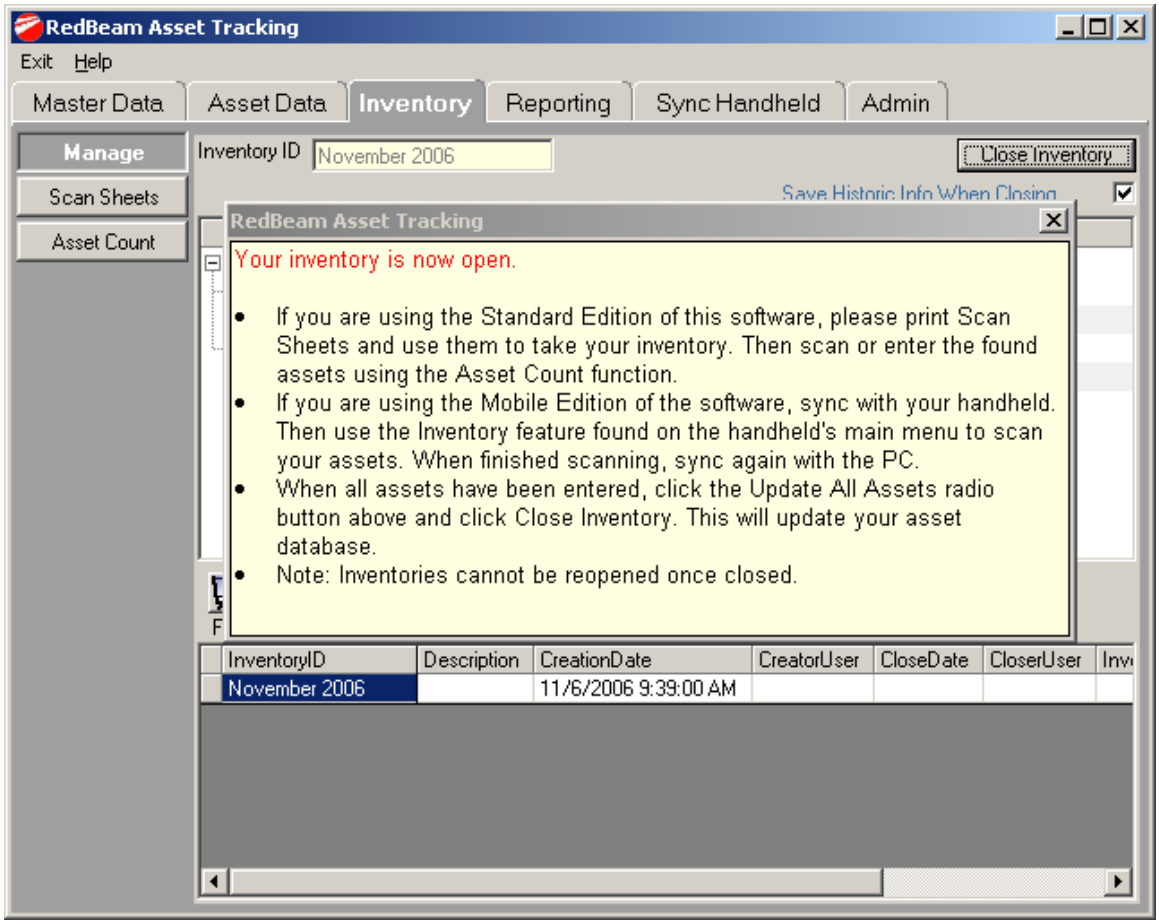
©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.
Contact us at www.redbeam.com.

Manage - Close Inventory

When the inventory is completed, go back to the *Manage* function to close the inventory.

IMPORTANT: Once an inventory is closed, it cannot be re-opened. Because of this, it is very important to be sure that you do not need to enter more information from the scan sheets (*Standard Edition*) or need to download any additional information from the scanners (*Mobile Version*). A historical inventory will be saved for reporting purposes only.

To close an inventory, select the inventory you want to close and click on the *Close Inventory* button.


RedBeam Asset Tracking
Exit Help
Master Data
Asset Data
Inventory
Reporting
Sync Handheld
Admin
Manage
Scan Sheets
Asset Count
Inventory ID
November 2006
Close Inventory
Save Historic Info When Closing
RedBeam Asset Tracking
Your inventory is now open.
If you are using the Standard Edition of this software, please print Scan Sheets and use them to take your inventory. Then scan or enter the found assets using the Asset Count function.
If you are using the Mobile Edition of the software, sync with your handheld. Then use the Inventory feature found on the handheld's main menu to scan your assets. When finished scanning, sync again with the PC.
When all assets have been entered, click the Update All Assets radio button above and click Close Inventory. This will update your asset database.
Note: Inventories cannot be reopened once closed.
InventoryID
Description
CreationDate
CreatorUser
CloseDate
CloserUser
November 2006
11/6/2006 9:39:00 AM

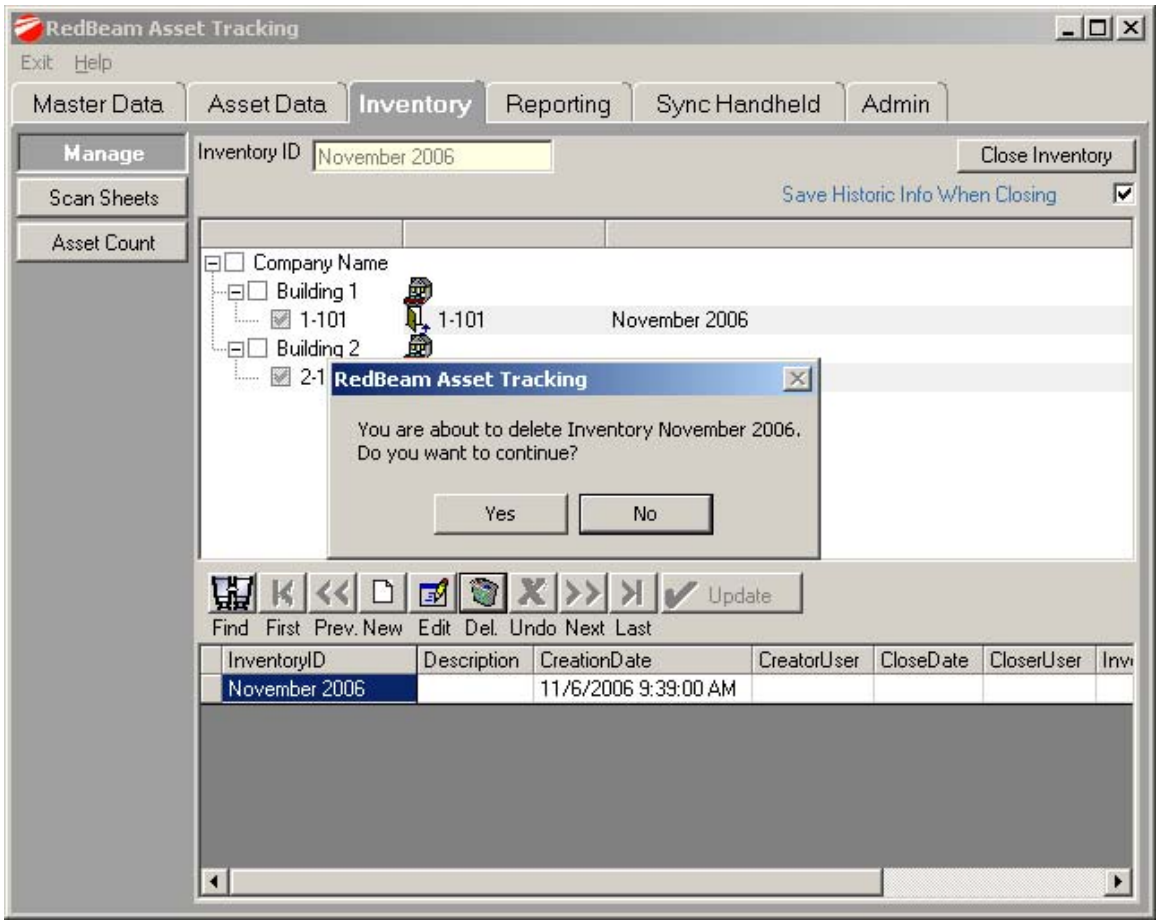
©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.
Contact us at www.redbeam.com.

Manage - Delete Inventory

To delete a historical inventory, go to the *Manage* function.

Select the inventory you want to delete from the grid and click *Delete.*

Once deleted, an inventory cannot be recovered.



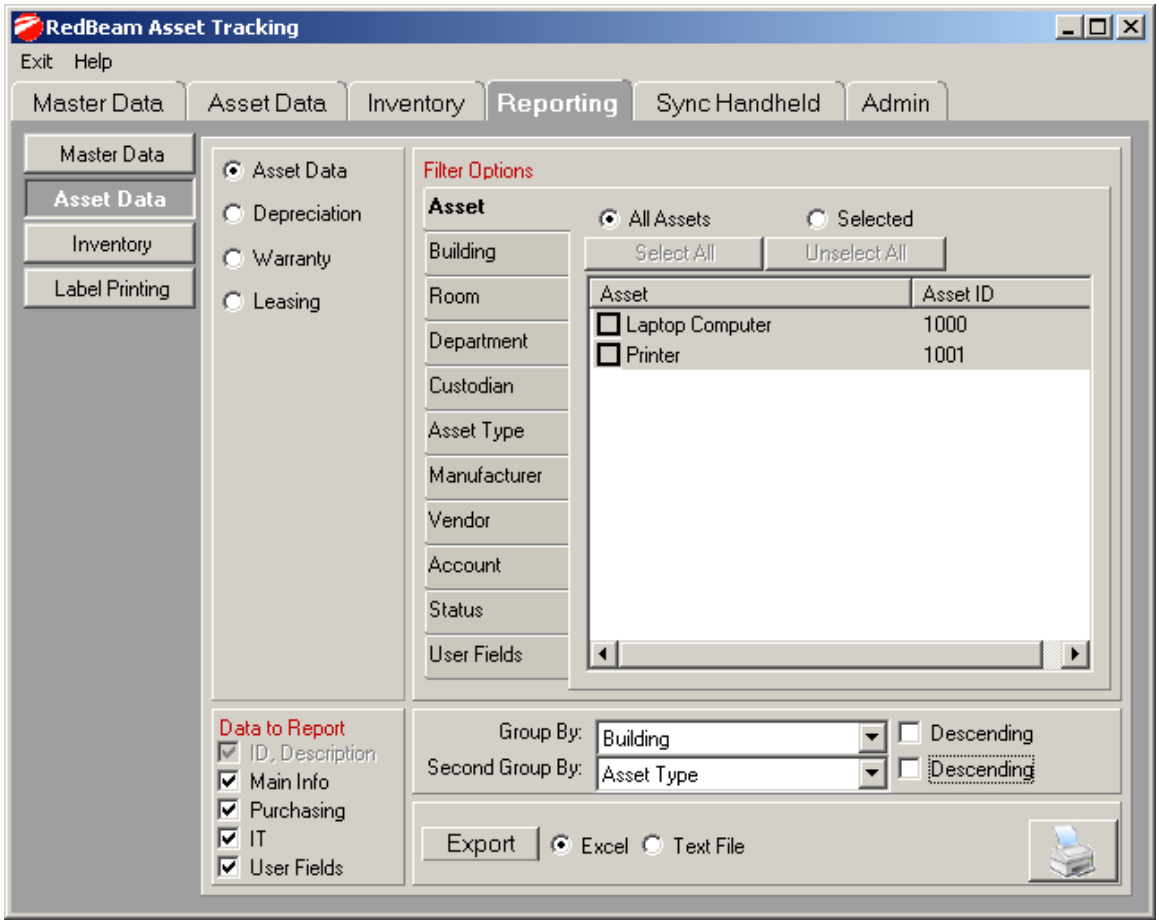
©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.
Contact us at www.redbeam.com.

Reporting

To access the reporting features of the system, click on the *Reporting* tab. Report categories include:

Master Data – a list of all of the master data entered under the master data tab of the system
Asset Data – a list of assets including depreciated values, warranty and lease information
Inventory – detailed asset information on both current and historical inventories
Label Printing – label printing functions

Click on the button on the left side of the menu to select the desired report category.



©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.
Contact us at www.redbeam.com.

Report Generation Overview

For each category of reports, you will select a report type and other filtering and grouping options.

Printing a Report

Once the report type and scope are selected, click the printer icon. The selected report will display.

To print a hardcopy of the report, click the printer button on the left side of the menu bar.

To export a copy of the report, click the *Export Report* (envelope) icon to the right of the printer icon.

To display or hide the report structure to the left side of the page, click the *Toggle Group Tree* icon to the right of the *Export Report* icon. When this tree structure is displayed, clicking on any level in the tree will display the selected section in the report.

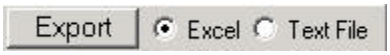
To move from page to page within a report, use the right and left arrow buttons to the right of the printer icon.

To search for specific information in a report, click on the *Search Text* (binocular) icon and enter the desired information.

To exit out of the report and go back to the application, click on *Exit* at the top left of the report, or click the *X* in the right hand corner of the report.

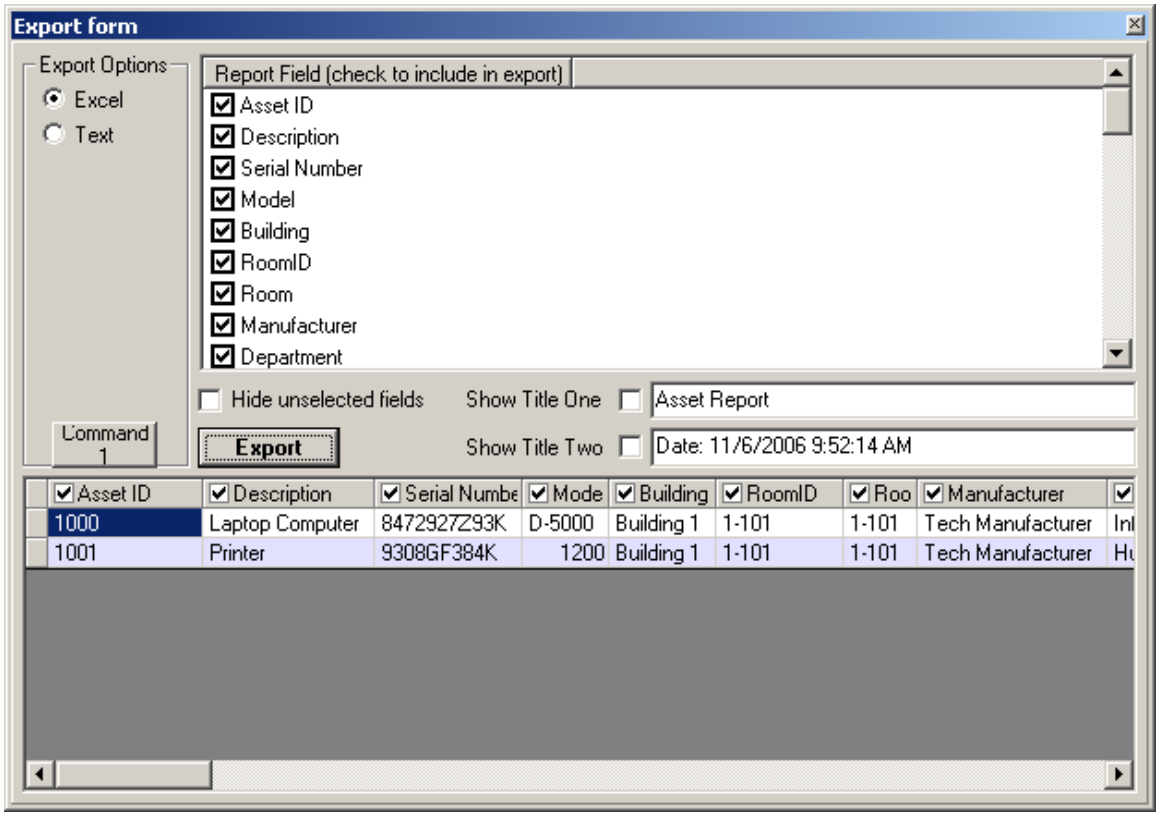
Exporting the Report Data

Once the report type and scope are selected, select the radio button to export to *Excel* or to a *Text File* and click the *Export* button.



©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.
Contact us at www.redbeam.com.

Select the desired fields to report and click on the export button.



You will be asked to name and save the file on a directory on your computer. Once the file is saved, you will be asked if you would like to open the file.

©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.
Contact us at www.redbeam.com.

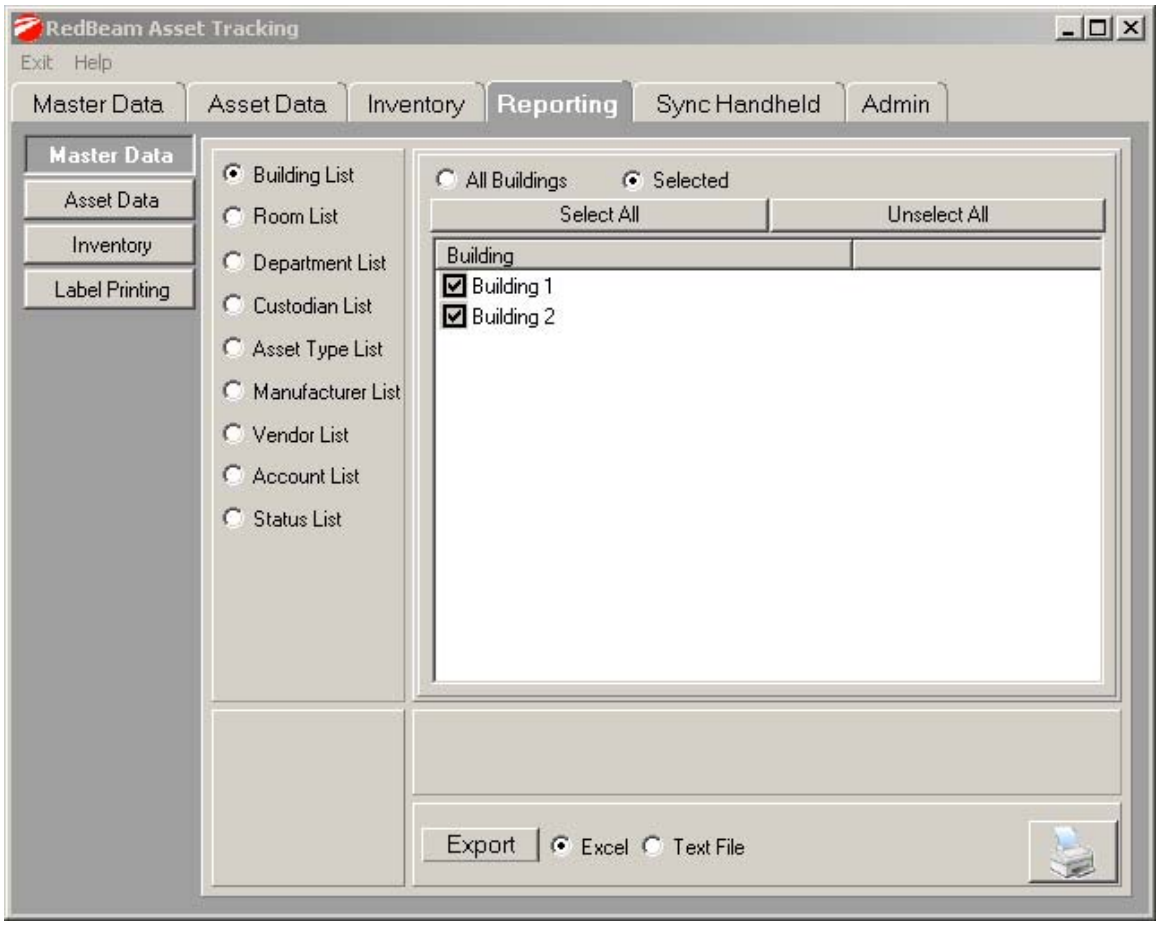
Master Data Reports

Master data reports provide a detailed list of all of the data entered under the master data tab of the system. To access the master data reports, click on the *Master Data* button on the left side of the menu. Select from the listed report types by clicking the radio button next to your selection.

Master data report types include:

Building List – a list of all buildings listed in building ID order
Room List – a list of all rooms grouped by building ID and listed in room ID order
Department List – a list of all departments listed in department ID order
Custodian List – a list of all custodians listed in custodian ID order
Asset Type List – a list of all asset types listed in asset type ID order
Manufacturer List – a list of all manufacturers listed in manufacturer ID order
Vendor List – a list of all vendors listed in vendor ID order
Account List – a list of all accounts listed in account ID order
Status List – a list of all statuses listed in status ID order

Once the report type is selected, select the scope by clicking on the radio button next to your selection. Clicking "*All*" will return all records for that report type. To choose specific records, click "*Selected*" and put a check mark next to the desired records by clicking in the appropriate check boxes.



©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.
Contact us at www.redbeam.com.

Asset Data Reports

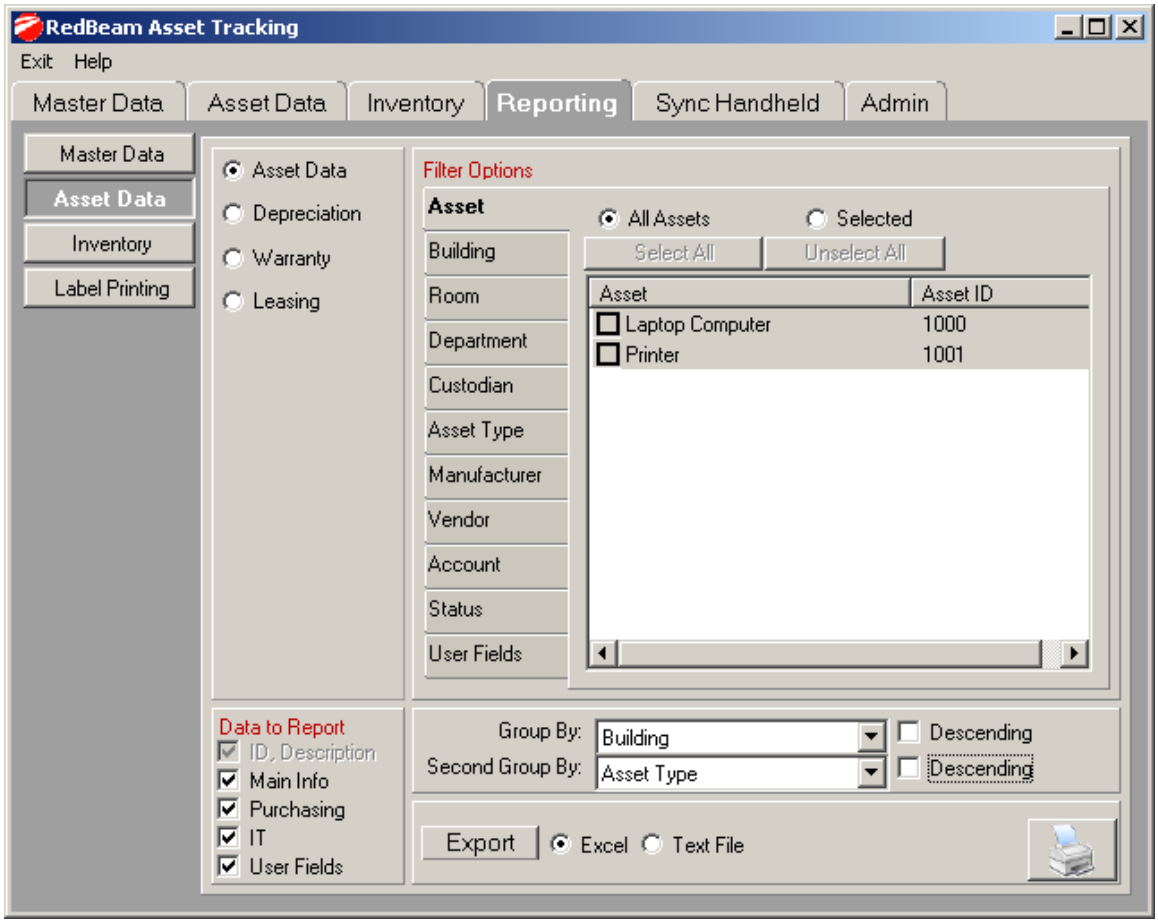
To access the asset data reports, click on the *Asset Data* button. The report types include:

Asset Data – a report that includes detailed asset information
Depreciation – a report that includes depreciated values for assets
Warranty – a report that lists assets with warranties
Leasing – a report that lists assets with leases

Once the report type is selected, you can narrow the scope of the report by selecting one or more *Filter Options*. Within each filter option, you can choose either "*All*" or "*Selected*" records. To choose specific records, click "*Selected*" and put a check mark next to the desired records by clicking in the appropriate check boxes.

To group the data in the reports, you may select the values from the drop-down lists at the bottom of the screen. Add additional detail to your reports by selecting from the *Data to Report* section.

Note: Changes made in an inventory will not update asset data until the inventory is closed.



©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.
Contact us at www.redbeam.com.

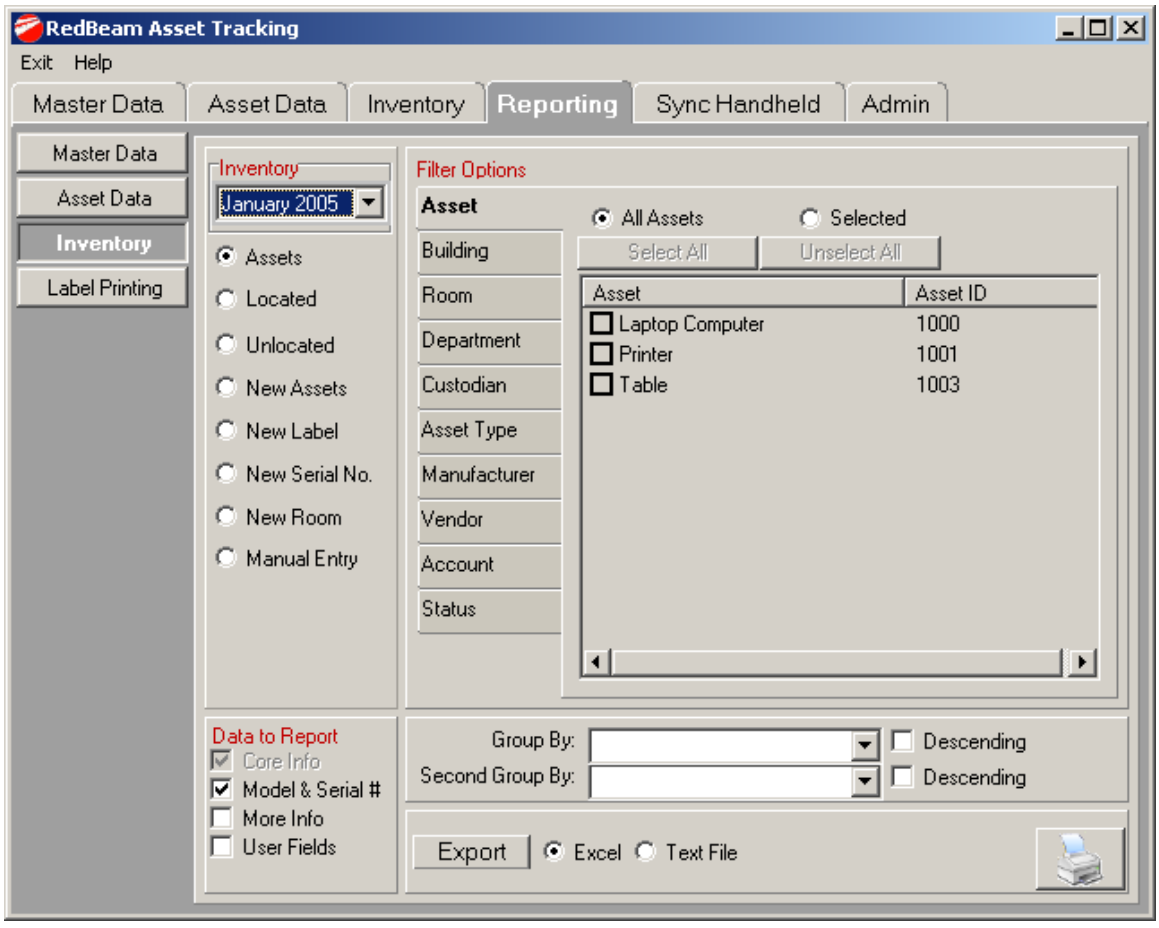
Inventory Reports

Inventory reports provide detailed asset information on a current or historical inventory. To access the asset data reports, click on the *Inventory* button. The report types include:

Assets – a listing of assets in the open inventory
Located – a listing of located assets in the open inventory
Unlocated – a listing of unlocated assets in the open inventory
New Assets – a listing of new assets added to the open inventory
New Label – a listing of assets requiring a new barcode label
New Serial No. - a listing of assets whose serial #'s have changed since the inventory was created
New Room – a listing of assets whose location has changed since the inventory was created
Manual Entry – a listing of assets that have been located, but manually entered, not scanned

Once the report type is selected, choose the inventory you would like to report on from the *Inventory* drop down. You can narrow the scope of the report by selecting one or more *Filter Options*. Within each filter option, you can choose either "*All*" or "*Selected*" records. To choose specific records, click "*Selected*" and put a check mark next to the desired records by clicking in the appropriate check boxes.

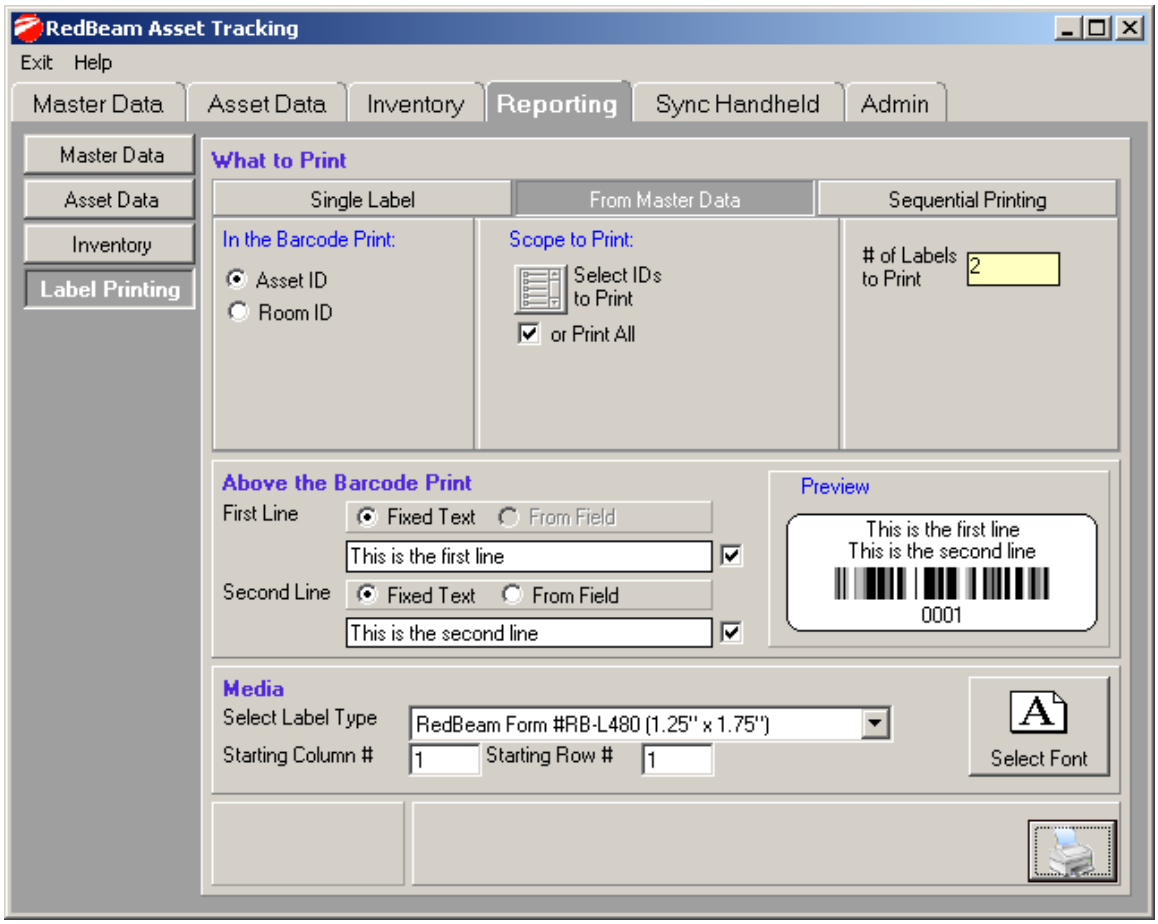
To group the data in the reports, you may select the values from the drop-down lists at the bottom of the screen. Add additional detail to your reports by selecting from the *Data to Report* section.



©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.
Contact us at www.redbeam.com.

Label Printing

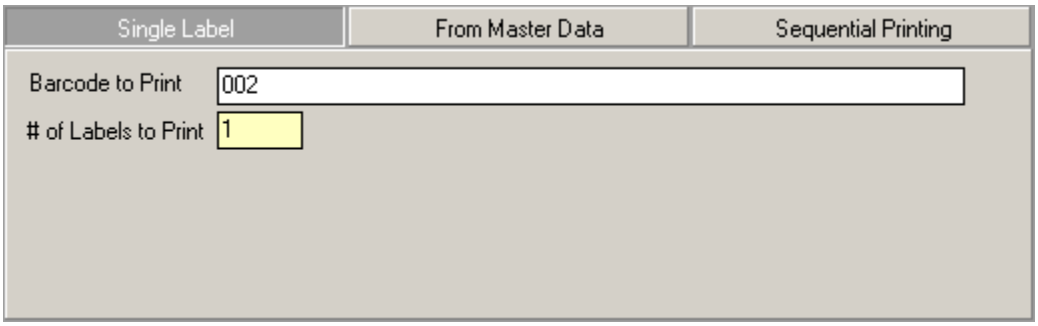
To access the label printing functions, click on the *Label Printing* button.



What to Print

When printing labels, you can enter the value of the barcode you want to print (*Single Label*), print from data you have already entered in the system (*From Master Data*) or print a series of sequentially numbered labels (*Sequential Printing*).

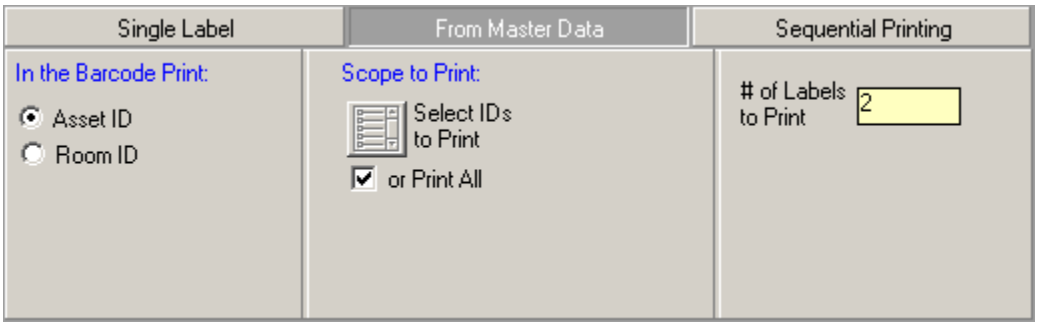
If you select *Single Label*, enter the value of the barcode you want to print and the total number of labels to be printed.



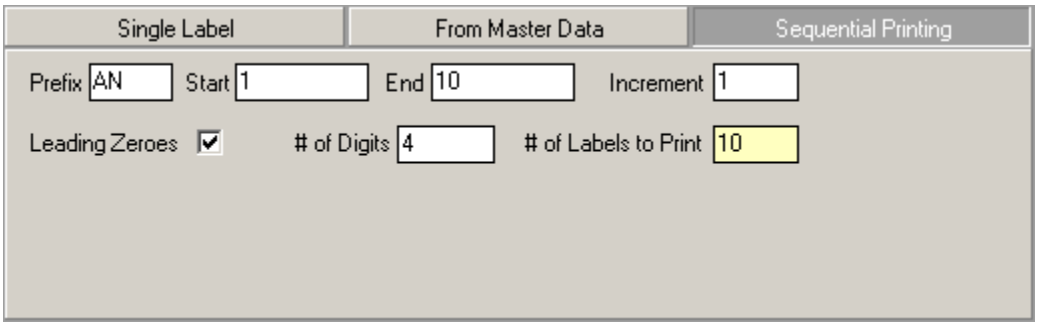
©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.
Contact us at www.redbeam.com.

Revised September 24, 2008
Version 5.3.0

If you select *From Master Data*, first choose the radio button to print either asset or room ID's. Then select the printing scope by clicking the list icon under *Scope to Print*. The total number of labels to be printed will display.



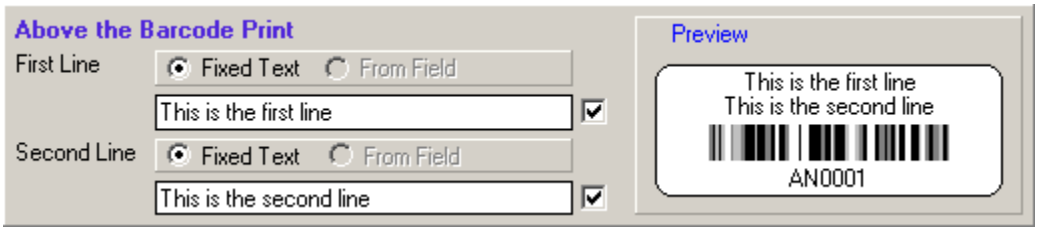
If you select *Sequential Printing*, enter barcode value with which you would like to start and end. You can enter a prefix that will be printed on all labels. You can also determine the number of digits after the prefix by checking the *Leading Zeros* check mark and entering the total number of digits desired. The number of labels to be printed will calculate automatically. If you would like to increment the barcodes more than one at a time, enter the increment in the *Increment* field. If the start value was 10 and the incremental was 2, the next several labels to print would be 10, 12, 14 and so on.



Above the Barcode Print

For all printing, you can choose to print *Fixed Text* above your barcode. You may enter this text in the *First Line* and *Second Line* fields. Uncheck the check mark to the right of the field if you do not want to print anything above the barcode. A preview of the label displays to the right.

If you are printing *From Master Data*, you can choose to either print *Fixed Text* or *From Field* by selecting the appropriate radio button. If you print *From Field*, the item or location description will print above the barcode rather than fixed text.



©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.

Media

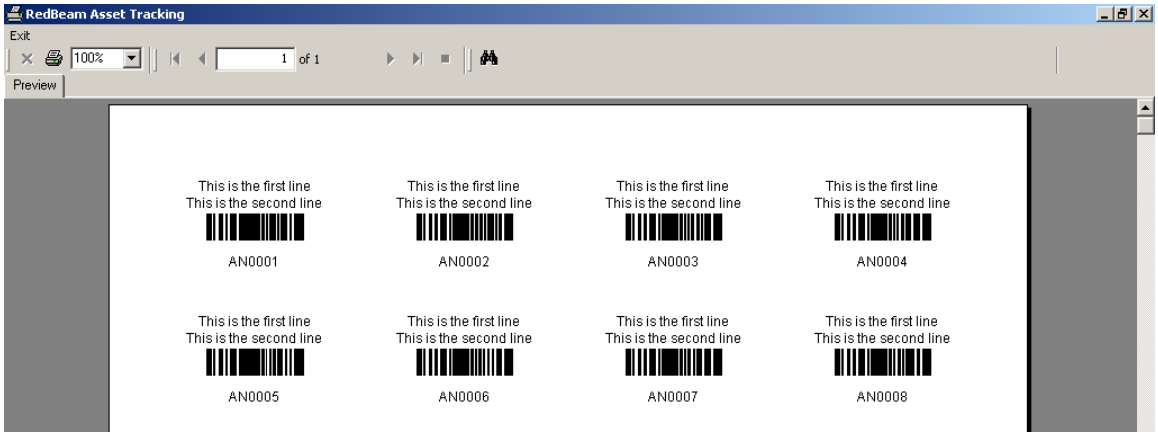
Print barcodes to a standard laser printer by selecting one of the RedBeam forms from the Select Label Type drop down list, or if using a barcode label printer, choose the size desired. If using a RedBeam form, select the starting column and row where printing will begin on the sheet.

Change the height (H) and width (W) of the barcode by selecting from the dropdowns under *Barcode Size* section.

Select the font for the label by clicking on the *Select Font* button.

Select the font for the label by clicking on the *Select Font* button. Change the height (H) and width (W) of the barcode by selecting from the dropdowns under *Barcode Size* section.

When finished, click printer icon. You will preview the label sheet before printing. On the preview sheet, click the printer icon to print.



©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.
Contact us at www.redbeam.com.

Sync Handheld

The *Sync Handheld* tab is where you sync the data between the PC and the scanner. This feature is only available in the *Mobile Edition* of the software.

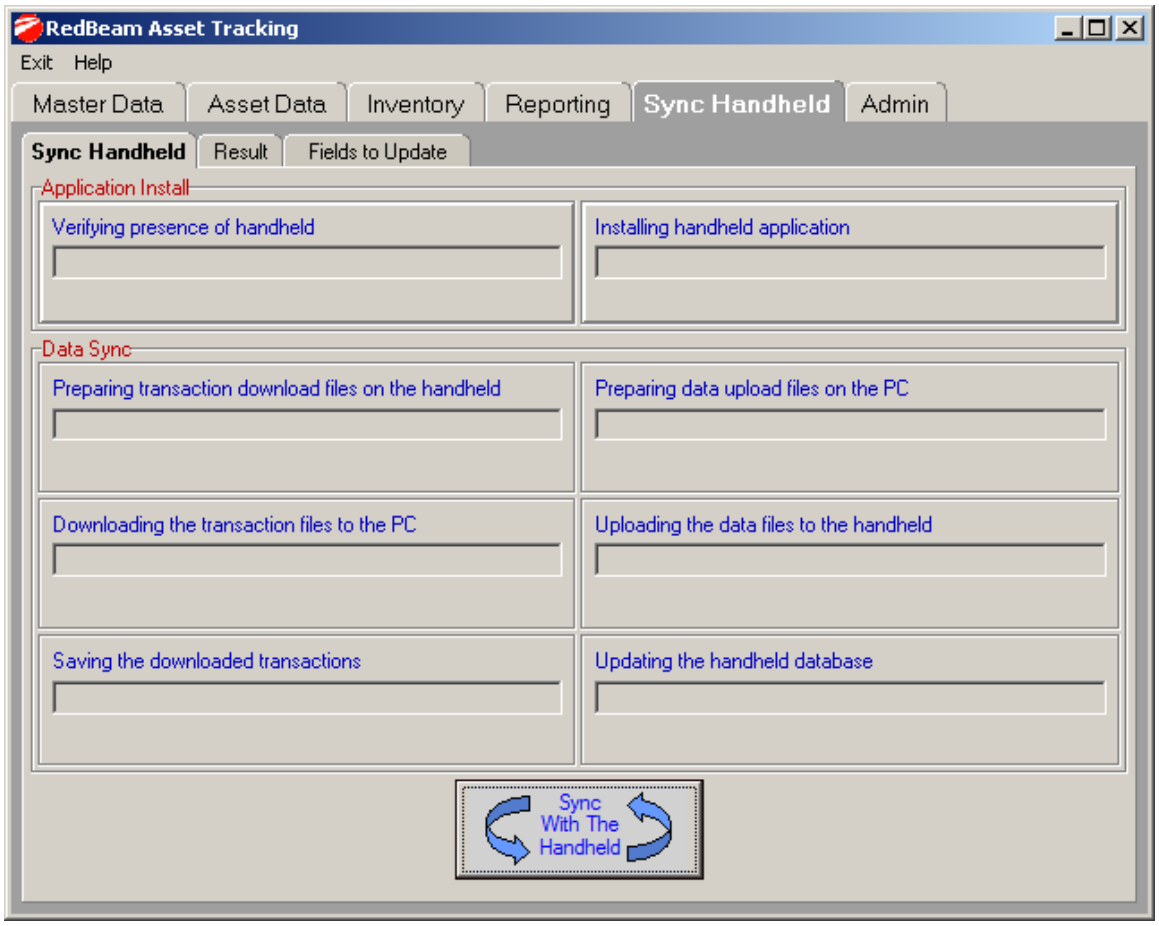
To sync, place the scanner in the cradle and wait for Microsoft ® ActiveSync to connect. Then click on the *Sync With The Handheld* button on the bottom of the screen.

The system will first detect if upgrades are needed for your mobile software and install them.

The program will then check to see if there are asset updates on the scanner to be downloaded to the PC. The blue bars moving on the left side of the screen will indicate the download of these files. If there are no files on the scanner, a message will pop up to notify you of this. If there are records on the scanner, they will be downloaded to the PC.

The program will then send all of the master data on the PC to the scanner to insure that the data is up to date on the scanner. The blue bars moving on the right side of the screen will indicate the upload of these files.

If incompatible records are synced, they will be recorded under the *Result* tab. For example, if an asset is scanned on the scanner, but the item is deleted from the PC database before syncing, an error will be generated.



©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.
Contact us at www.redbeam.com.

Fields to Update

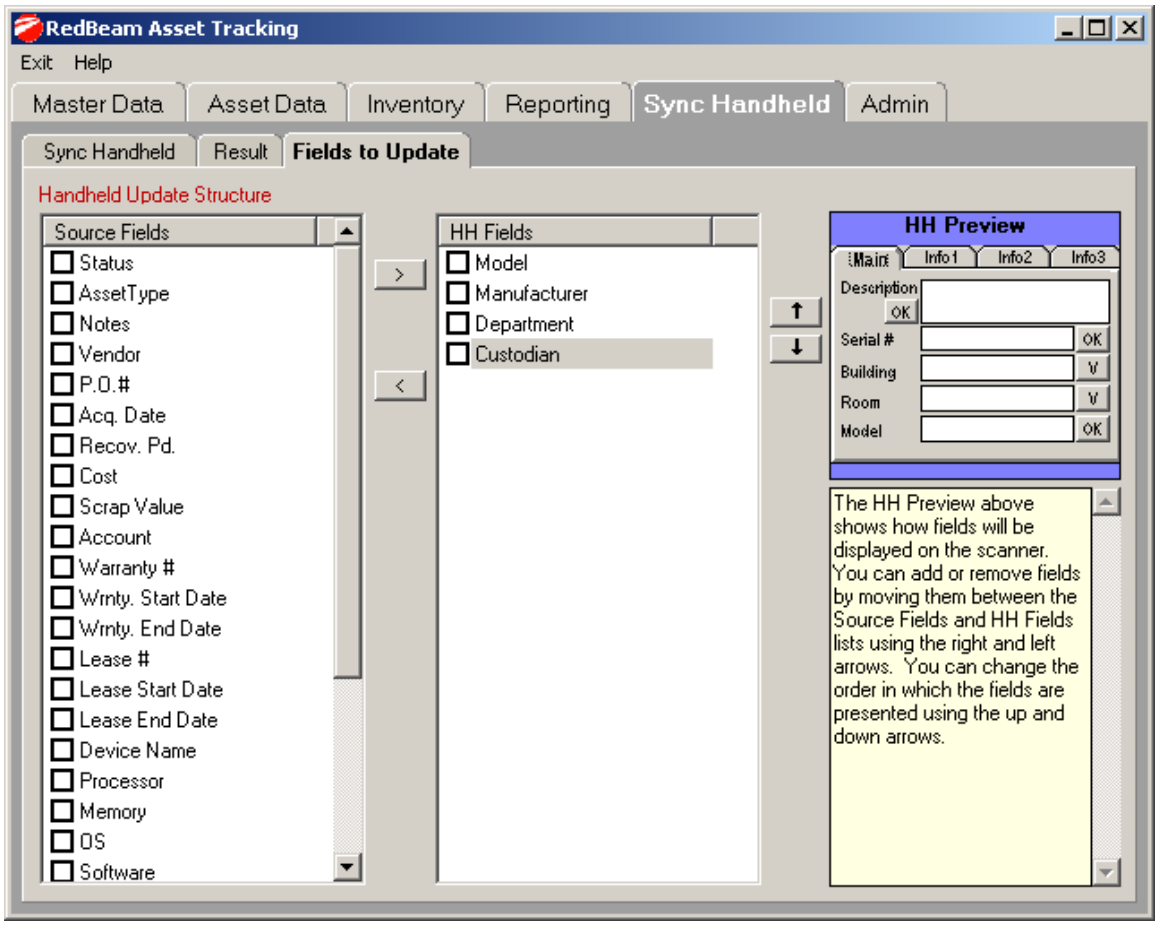
To select the fields you would like to update on the scanner, click on the *Handheld Update Fields* tab.

This is a local setting and will only impact mobile computers synced from the PC where the settings were made. Users who have been using a handheld scanner prior to these changes will still be able to download the data they have collected when they sync, but their handheld scanner will be updated with the new fields once the data they have collected is downloaded.

The description, serial #, building and room fields are automatically included, as can be seen by clicking on the *Main* tab on the *HH Preview* on the right side of the screen. To add additional fields, put a check mark next to the desired *Source Fields* and click the right arrow button to move those fields into the *HH Fields* column. You will notice that these fields appear in the *HH Preview* tabs. The *Main* tab will be filled first, followed by the *Info* tabs.

If you would like to change the order in which the *HH Fields* are presented on the handheld scanner, put a check mark next to the desired *HH Field* and click the up or down arrow to change its position.

To remove a *HH Field* from the handheld scanner, put a check mark next to the *HH Field* to be removed and click the left arrow.



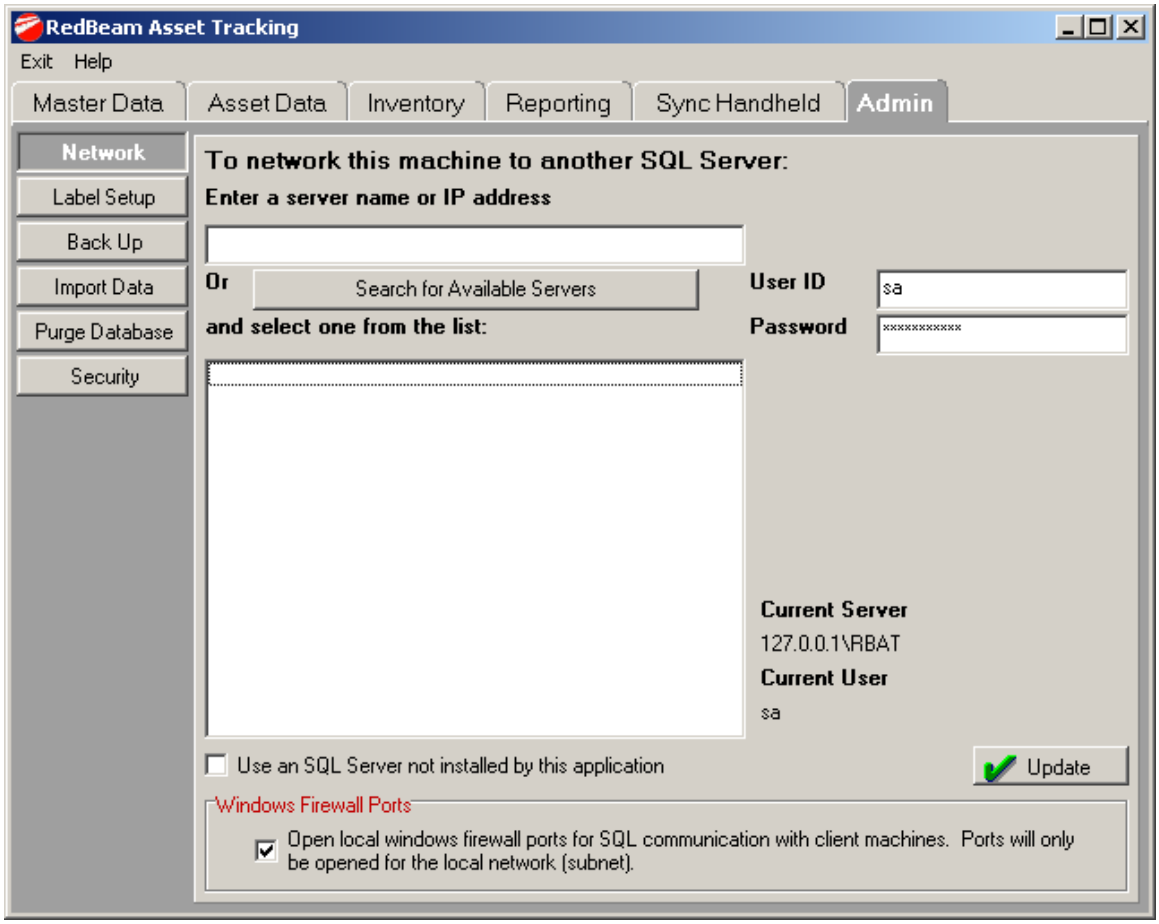
©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.
Contact us at www.redbeam.com.

Admin

To access the administrative features of the system, click on the *Admin* tab.

The administrative features on the left hand side of the screen include:

Network – networks database for use on multiple computers
Label Setup – allows for creation of new label sizes
Backup – backs up and restores database
Import Data – imports asset and master data into the database
Purge Database – purges the database of asset and master data records
Security – allows creation of users and roles that limit access in the system



©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.
Contact us at www.redbeam.com.

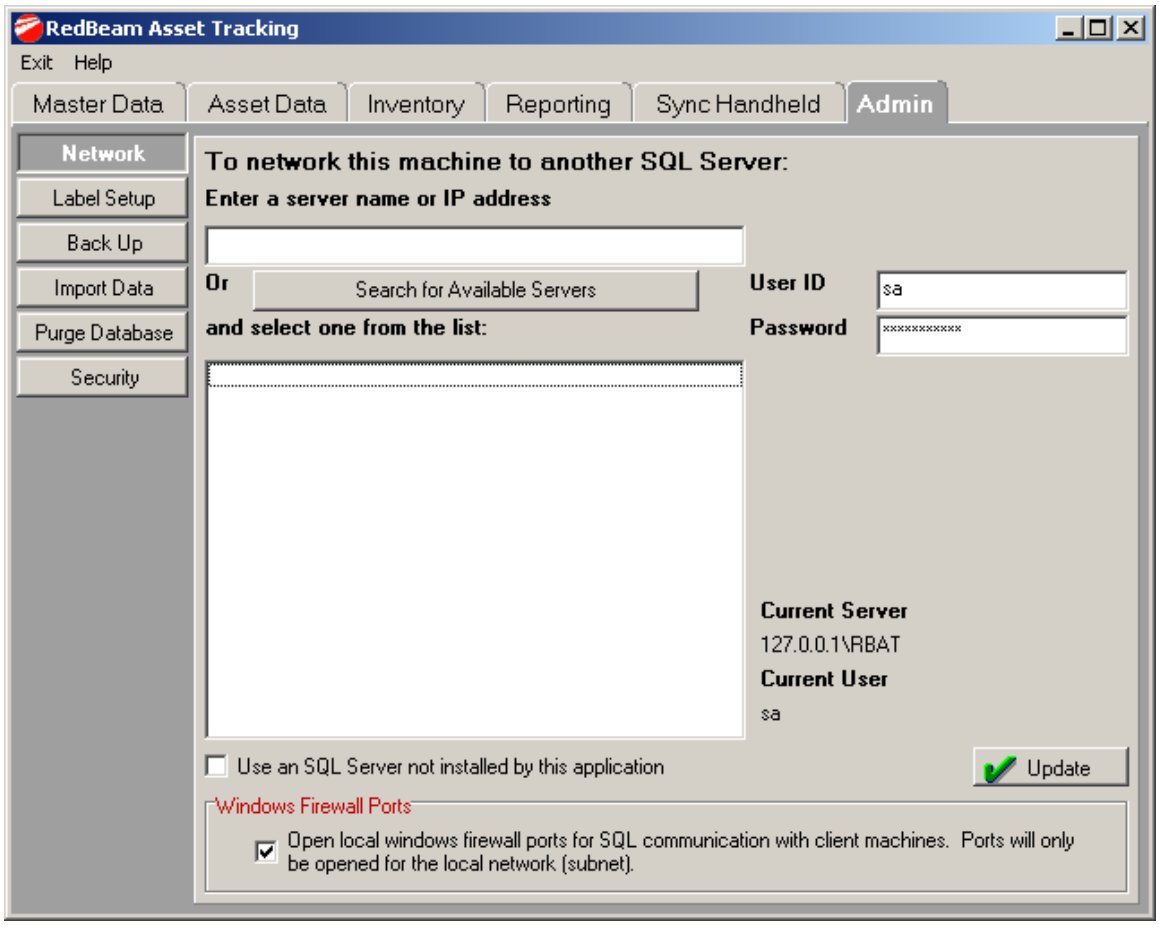
Network

If you are using a multi-user version of the software and would like to network PCs together, click on the *Network* tab. The network function allows you to network your system by pointing the application on your desktop to a database on another PC or server.

If you have not already installed the software on the PC or server that will house the central database (referred to as "server" in the rest of this section), please do so before continuing. Open the application on the server. You will be asked, "Will the data be stored on this machine?" Click "Yes". This will create an instance of the Express version of Microsoft's SQL database that comes with and is used by this software. You do not need a full version of Microsoft ® SQL to use this software. Once this is done, go back to the PC that you would like to network to this "server" database.

On the PC that you want to network, enter the server where your data is stored. Do this by clicking the *Search for Available Servers* button. When clicked, the system will look for other *RedBeam Asset Tracking*™ databases on your network. The server you just installed on should display in the box. Click to select it. (If the server does not display, you may enter the server name or IP address.) Enter the user ID and password that you set up for the server.

When finished, click the *Update* button. The data in the application will instantly by updated with the data in the newly selected database.

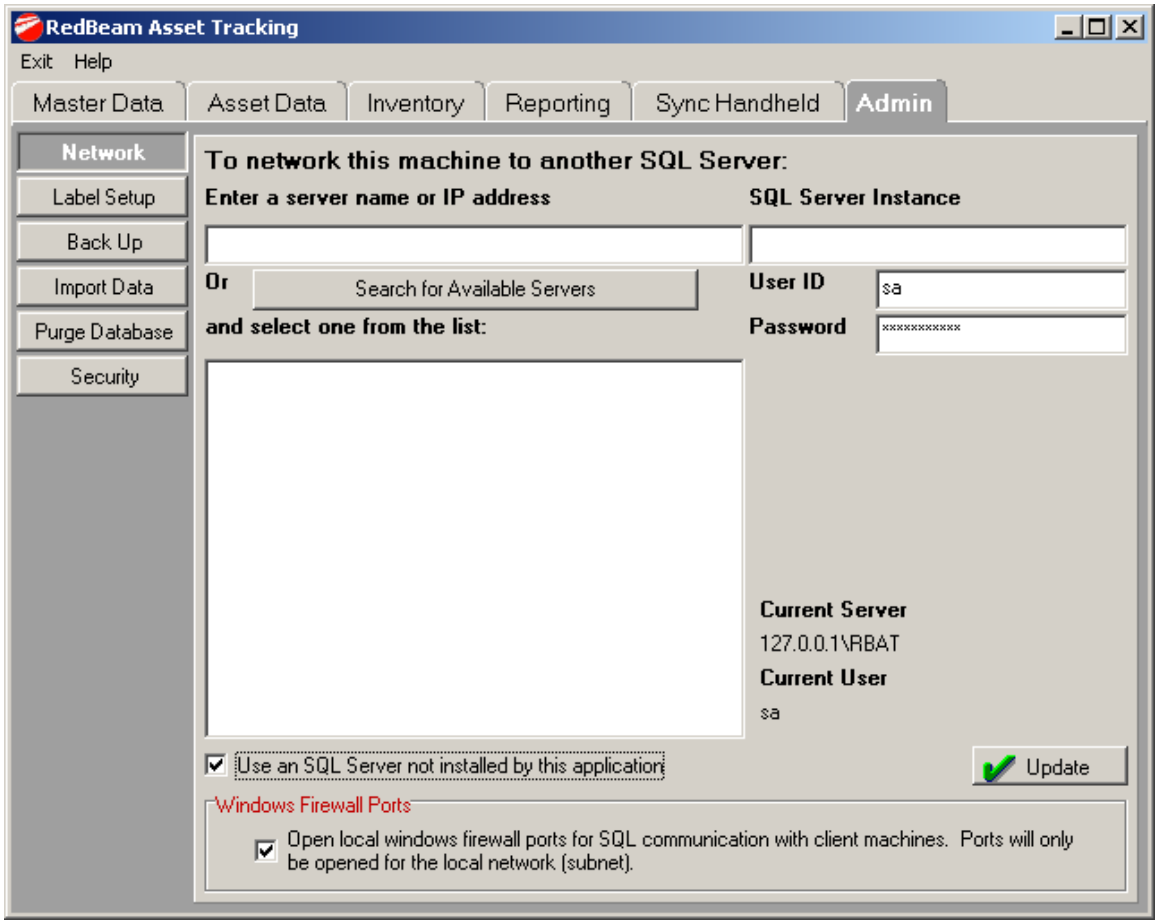


©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.
Contact us at www.redbeam.com.

Advanced

If you are using your own full version of Microsoft ® SQL Server 2000 or 2005, you will need to copy and attach the database file to the SQL Server where you would like to host the database. The database file RBAT_Data.mdf may be found on the installation CD in the directory *\Utilities\RBAT_Data.mdf*. Copy the file to a directory of your choice on the machine hosting SQL Server. Once in the directory, right click on the *RBAT_Data.mdf* file and select *Properties*. Make sure that the *Read Only* flag is unchecked. When done, use Enterprise Manager for SQL 2000 or SQL Server Management Studio for SQL 2005 to attach the database (no log file is necessary). See SQL Server's on-line documentation for help attaching the file.

Once the file is attached, check the *Use an SQL Server not installed by this application* check box at the bottom of the screen.



If you have not already done so, click *Search for Available Servers*. Choose the server from the list box or type the server name or IP address of the server. Enter the user ID and password that you set up for the server. When finished, click *Update*.

©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.
Contact us at www.redbeam.com.

Why isn't my server found?

There are several reasons why you may not see your server when clicking the "Search for Available Servers" button:

You haven't installed or opened the application on the server yet:

The application must be installed and initiated on the server machine before your workstation can connect to it. If you have installed on the server, but you haven't opened the application on the server, the workstations will not be able to connect.

Your server is not on the same subnet as the workstation:

If your server is connected through a router, is in a different domain, is in a different workgroup, etc., it may not appear. You must manually enter the IP address or computer name of the server to connect. The computer name of the server can be found in the "System" application which is found in the windows Control Panel classic view of your server machine.

Your server is obstructed by a firewall:

This application is not designed for traffic through an unsecured network and should not be used in that context. The application is designed to automatically open ports (on the local subnet only) in the Windows operating system firewall (which ships with Windows XP). This firewall should not be your problem. If (for some reason) you have another internal firewall within a secure network, you will need to open two ports to allow the application to communicate. SQL Server uses UDP port 1434 to establish connections from SQL Server 2000 clients. (This socket number is also reserved for SQL Server by Internet Assigned Number Authority (IANA).) SQL also listens on a TCP port. The default number for a default instance is 1433, the official IANA socket number for SQL Server. In our case, we are using a "named instance" of SQL Server, and this port number may have been dynamically assigned when the instance was first started. To determine the port that our instance of SQL Server is listening on, you can use a Network Setup utility that was created by the SQL Server installation (wrapped in our installation).

For SQL Server 2000, this can be found on the server machine at "\Program Files\Microsoft SQL Server\80\Tools\Binn\SVRNETCN.exe". When you open the SVRNETCN application:

1. On the "General" tab, select the "Instance(s) on this server" = <name of computer>\RBAT
2. Under "Enabled protocols:", click TCP/IP and then click properties.
3. The "Default port:" will be displayed.

Both this TCP port and the UDP port 1434 will need to be opened within your firewall.

For SQL Server 2005, open the SQL Configuration Manager utility from Start Menu>All Programs>Microsoft SQL Server 2005.

1. In the left hand pane, select "SQL Server 2005 Network Configuration" and then select "Protocols for RBAT."

©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.

2. In the right hand pane, right click “TCP/IP” and then click Properties.
3. For “IP Addresses” read the “TCP Dynamic Ports” value.

Both the “Dynamic Ports” value and the UDP port 1434 will need to be opened within your firewall.

©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.

Label Setup

Label Setup allows you to create new label types that are added to the drop down list of available label types under *Reporting->Label Printing*.

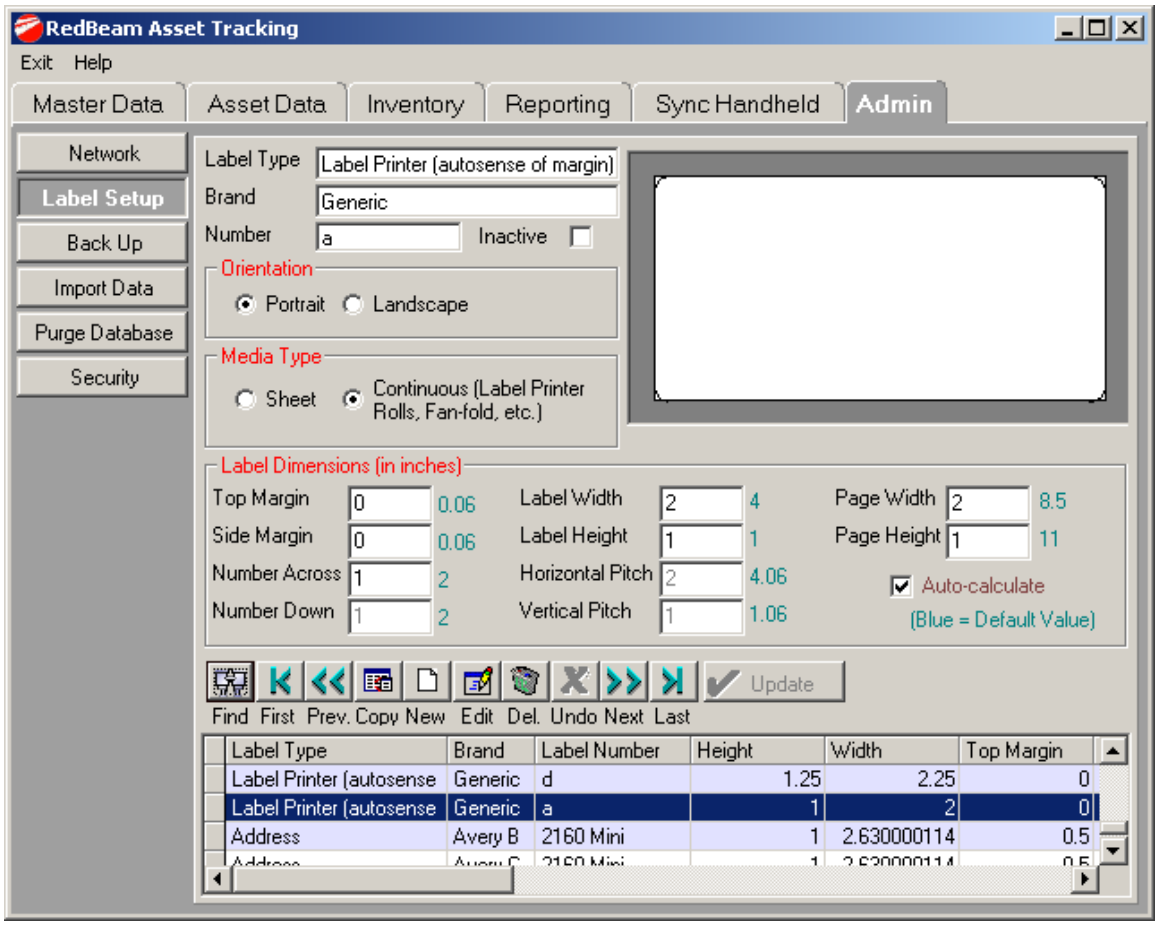
The system comes with many standard label sizes which are listed in the grid at the bottom of the screen. If you see the size you want, select it, click *Edit* and uncheck the *Inactive* check box.

To create a new label type, click *New*. Enter the name you would like to give the label type, the brand of the label and the label or form number if applicable.

Select the print orientation and the media type.

Enter the dimensions and other characteristics of the label. A preview of the label will display on the top right side of the screen. Red indicator lines will help you to understand which dimension you are changing.

When finished, click *Update*. The label type will now be available in the *Label Type* drop down list on the *Reporting->Label Printing* screen.



©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.
Contact us at www.redbeam.com.

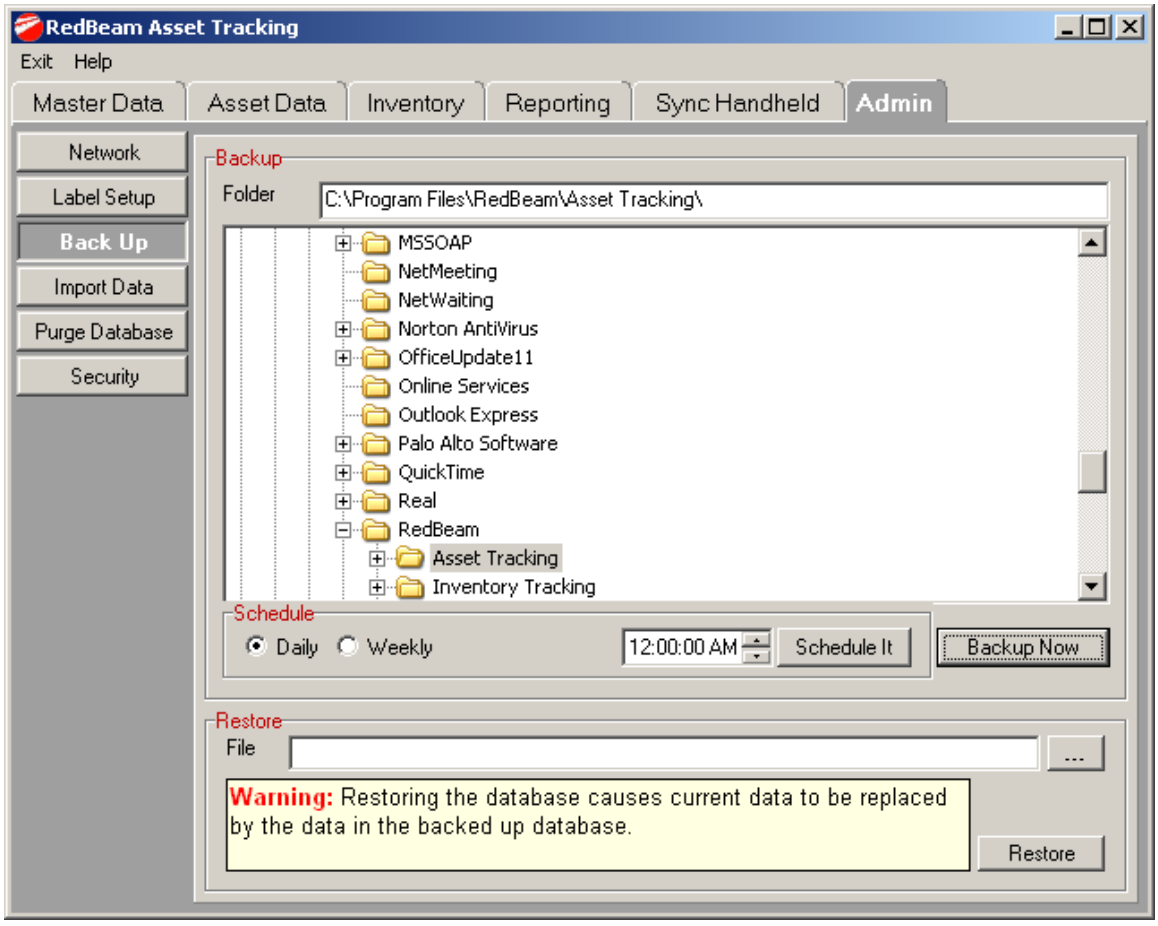
Backup

To create a back up copy of the database, click on the *Backup* button on the left side of the menu.

To create or schedule a backup of the database, first be sure to access this application on the computer where the database is located. If the database is located on a server, please access this application on the server.

From the tree structure in the *Backup* section, select the folder that contains the *RedBeam Asset Tracking* database. To make a backup now, click the *Backup Now* button. To schedule a backup, select the *Daily* or *Weekly* radio button in the *Schedule* section, choose the time each day or week you would like the backup to occur and click the *Schedule It* button. This will set up the SQL backup job.

To restore a backup database, click the ellipse *(…)* button in the *Restore* section and select the appropriate file. WARNING: Restoring the database causes all current data to be replaced by the data in the backed up database. If you would like to replace the data, click *Restore*.



©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.
Contact us at www.redbeam.com.

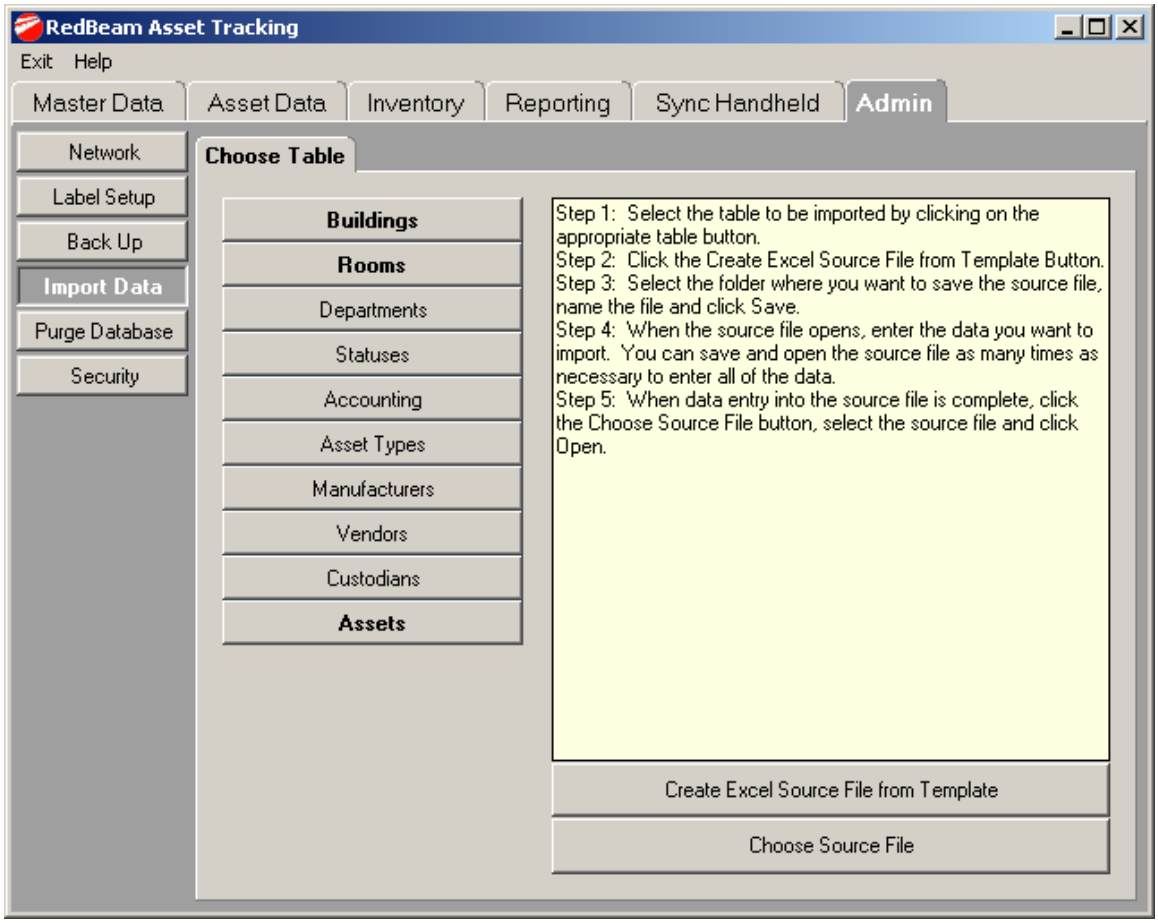
Import Data

To import data into the system, click on the *Import Data* button on the left side of the menu.

Data is imported into the system using Microsoft Excel spreadsheet templates. To download a template, select the table desired under the *Choose Table* section by clicking on it. Then click the *Create Excel Source File from Template* button. Select the folder you want to save the file. Name the file and click *Save*.

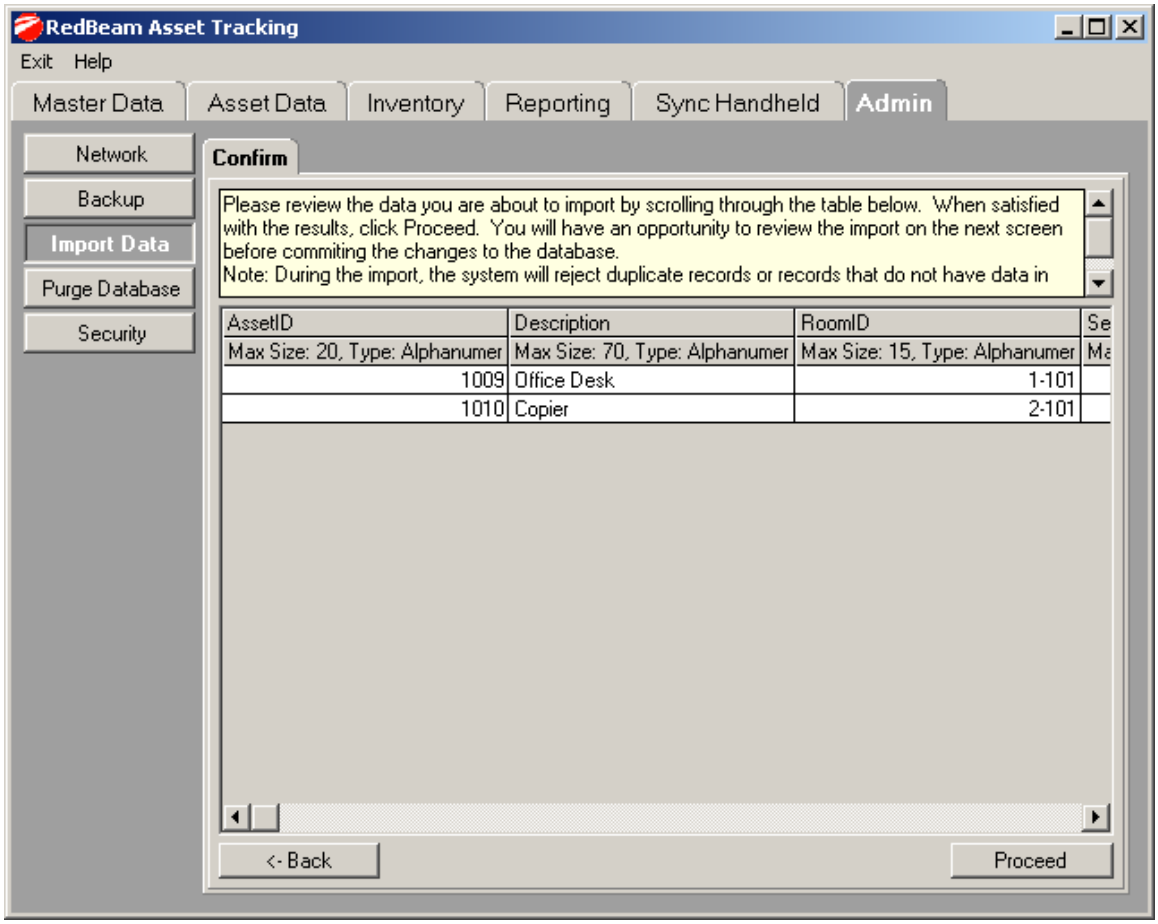
When the source file opens, enter the data you want to import. You can save and open the source file as many times as necessary to enter all of the data.

When data entry into the source file is complete, click *the Choose Source File* button, select the source file and click *Open*.


RedBeam Asset Tracking
Exit
Help
Master Data
Asset Data
Inventory
Reporting
Sync Handheld
Admin
Network
Label Setup
Back Up
Import Data
Purge Database
Security
Choose Table
Buildings
Rooms
Departments
Statuses
Accounting
Asset Types
Manufacturers
Vendors
Custodians
Assets
Step 1: Select the table to be imported by clicking on the appropriate table button.
Step 2: Click the Create Excel Source File from Template Button.
Step 3: Select the folder where you want to save the source file, name the file and click Save.
Step 4: When the source file opens, enter the data you want to import. You can save and open the source file as many times as necessary to enter all of the data.
Step 5: When data entry into the source file is complete, click the Choose Source File button, select the source file and click Open.
Create Excel Source File from Template
Choose Source File

©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.
Contact us at www.redbeam.com.

Review the data you are about to import by scrolling through the preview table. When satisfied with the results, click *Proceed*. You will have an opportunity to review the import on the next screen before committing the changes to the database.



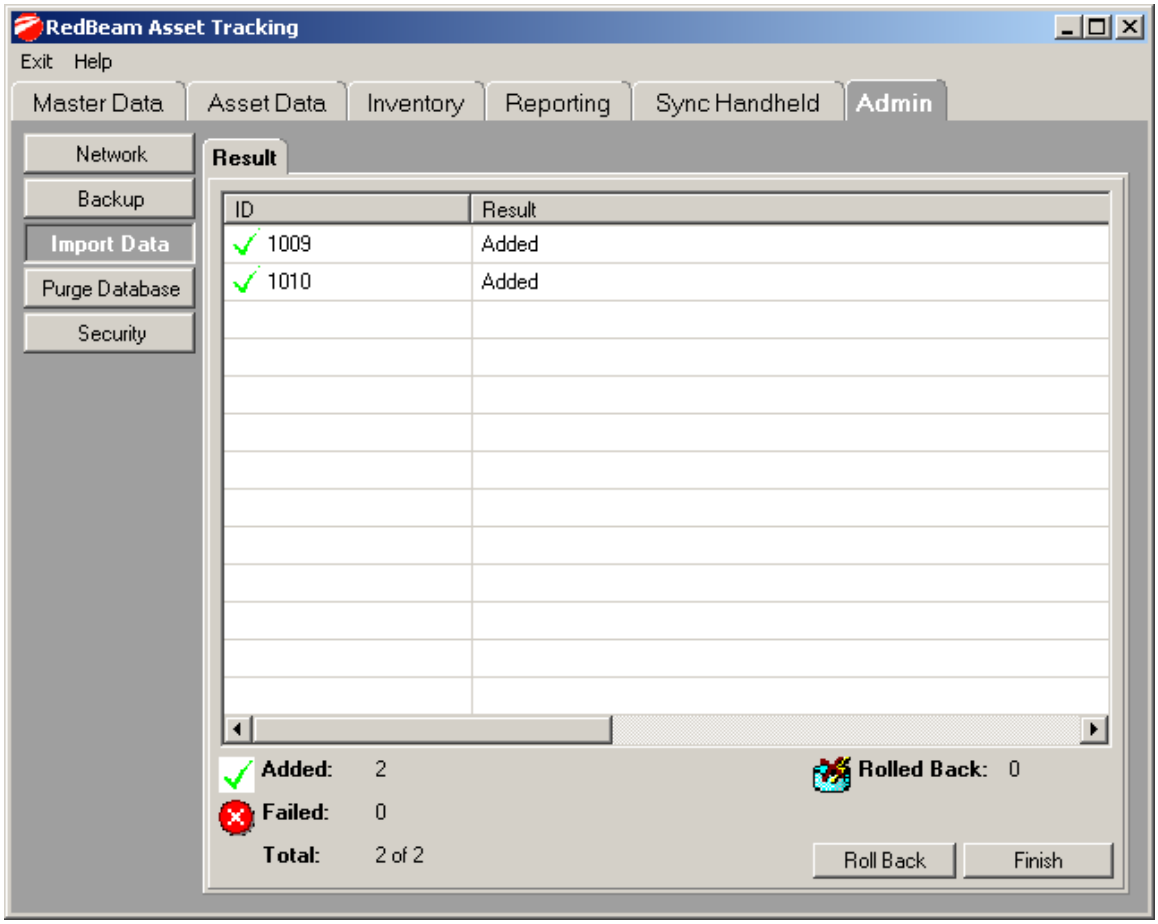
Review the information in the *Confirm* screen and click *Proceed*.

During the import, the system will reject duplicate records for all tables other than the asset table and will reject records that do not have data in required fields, such as the ID fields. This will not impact the import of valid records.

The asset table does allow for duplicate records to be imported. This "mass update" feature allows users to update multiple records at a time rather than having to change each record on the *Asset Data* screen. When importing duplicate assets, it is important to note that any fields in the Excel template that are filled in will override the existing information already in the system. Fields that are left blank will not override existing data.

©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.
Contact us at www.redbeam.com.

The *Result* screen will list the records that were added and those that failed. If you are satisfied with the results that were added, click *Finish* to commit the data to the database. If you are not satisfied with the results that were added, click *Roll Back* to remove the data from the database.



Note: Data will fail to be imported for a number of reasons. The reason for failure will be listed next to the ID of the failed record. Failure normally occurs if required fields, such as ID fields are left blank, or if data the record to be imported depends on is incorrect, such as entering an invalid room ID when importing an asset. Entries too long for a given field will be truncated. Entries in the wrong format, like a date field or a state postal abbreviation will be set to a system default. Inaccurate master data entries, such as an invalid department ID, will show as if no data was entered.

©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.
Contact us at www.redbeam.com.

Purge Database

To access the purge database functions, click on the *Purge Database* button on the left side of the menu.

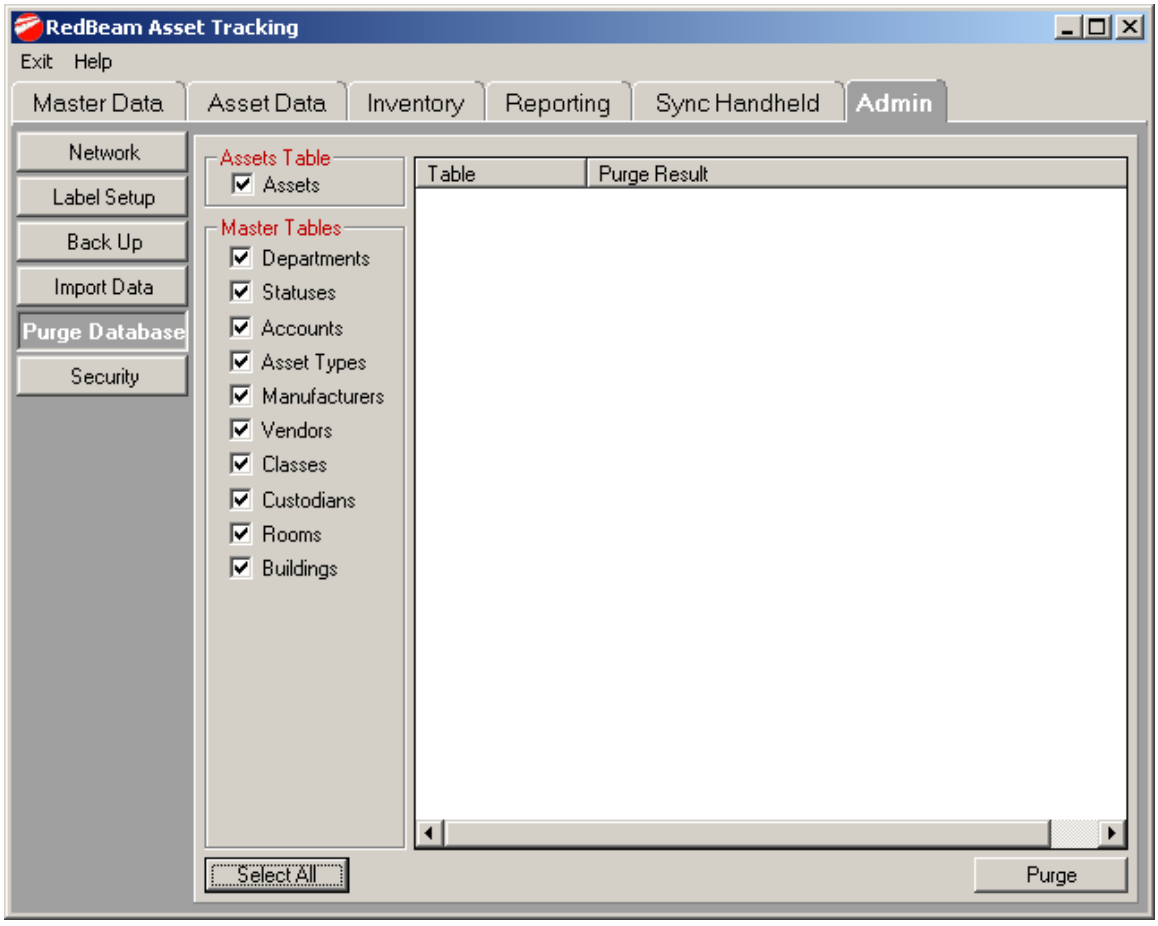
Under certain circumstances you may want to purge the database of all or selected data.

IMPORTANT: Once data is purged from the system, it cannot be recovered. Use this function carefully.

To purge data in the system and start fresh with a clean database, click *Select All*. To select specific tables, please a check mark next to the desired table to be deleted.

Note: The *Asset* table must first be purged before the *Rooms* table can be purged. The *Rooms* table must be purged before the *Buildings* table can be purged.

When finished selecting, click *Purge*.



©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.
Contact us at www.redbeam.com.

Security

To access the security functions, click on the *Security* button on the left side of the menu. User security is not automatically active in the system. By default it is disabled. To enable user security, click the *Enable Security for the Application* check box. The user ID and password that was created when the software was installed is the administrative user and password.

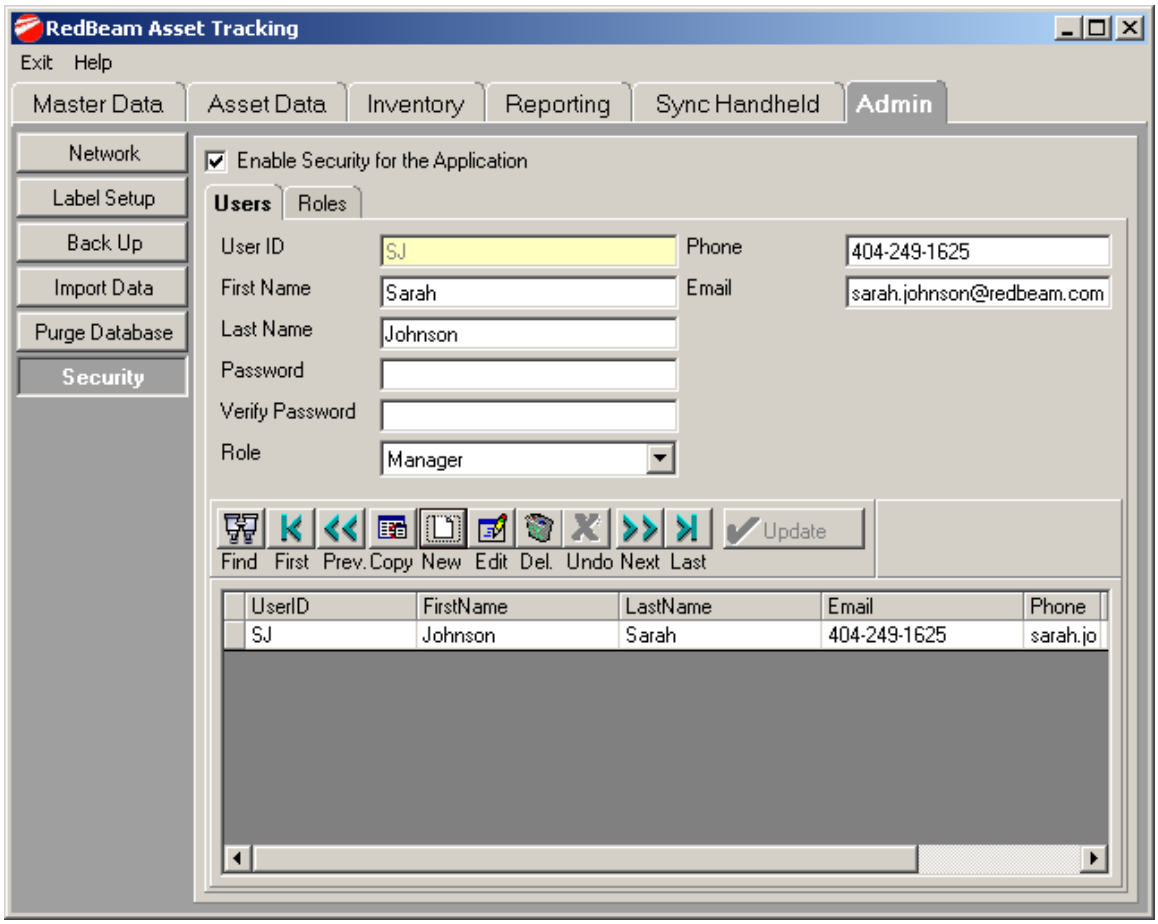
User

To create additional users for the system, click the *User* tab. Click the *New* button and enter the user ID, first name, last name, password, phone, and email. You can give this user the ability to update user security for other users by clicking on the *User Security and Database Restore Access* check box. You must also assign a user a role. The system default is *Administrator*. You may set up other roles under the *Roles* tab. When finished, click the *Update* button.

To edit a user, click the *Edit* button and update the record. When finished, click *Update.*

To delete a user, click on the *Delete* button and confirm the deletion when prompted. The user will be erased from any related records. A user may not update or delete their own user ID.

You can view all of the users by scrolling through the list on the bottom panel.



©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.
Contact us at www.redbeam.com.

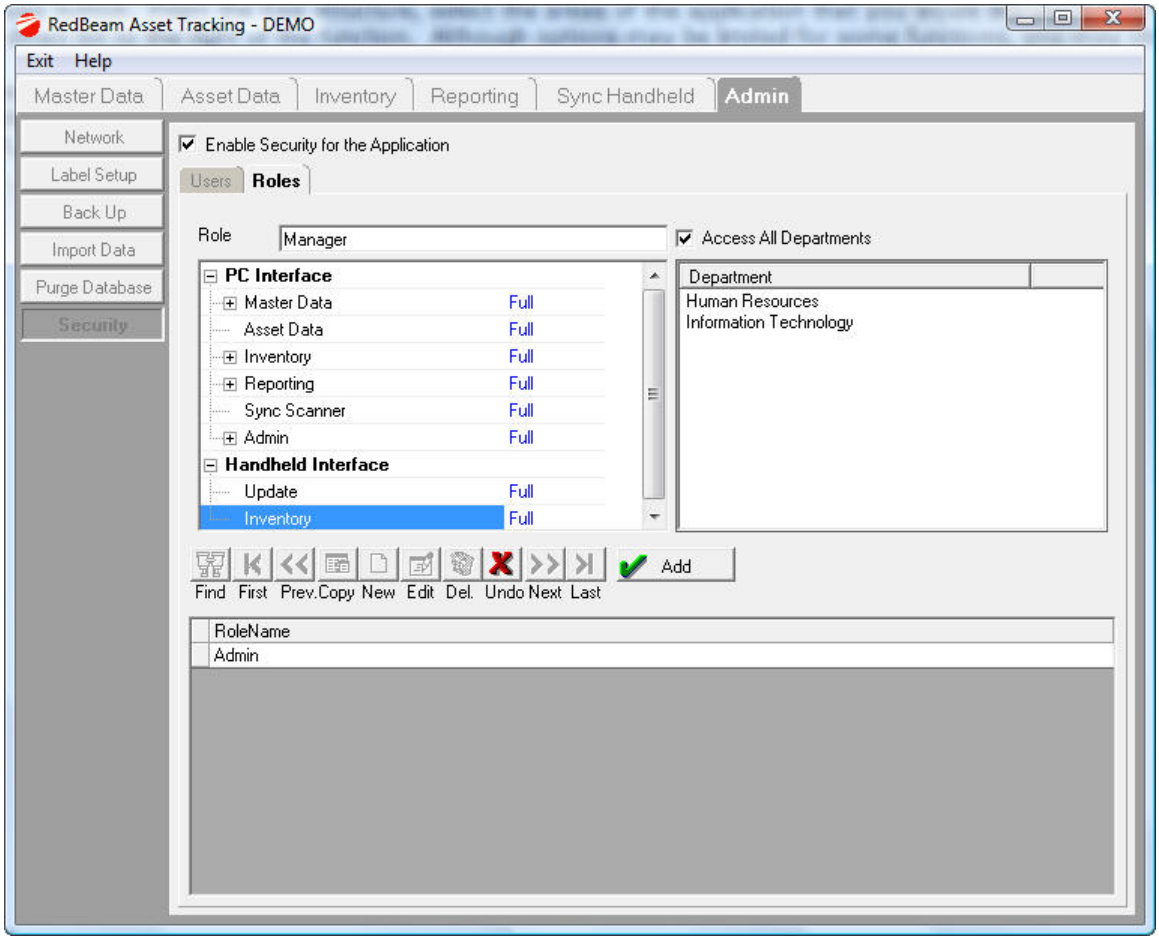
Role

To create other roles, click the *Role* tab. Click the *New* button and enter the name of the role.

To limit user functions click the *Functions* button. From the tree structure, select the areas of the application that you would like users with this role to access. You may choose the type of access by selecting from the drop-down list to the right of the function. Although options may be limited for some functions, you may choose from:

None – hides the function from the user to prevent access
View – gives the user the ability to only view data
Edit – gives the user the ability to edit, but not the ability to add or delete records
Full – gives the user full access

To limit a user's view of data by department, uncheck the *Access All Departments* check box and select the desired departments. The user will only be able to view and edit assets assigned to the selected departments.



When finished, click the *Update* button.

To edit a role, click the *Edit* button and update the record. When finished, click *Update*.

©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.
Contact us at www.redbeam.com.

To delete a role, click on the *Delete* button and confirm the deletion when prompted. A role may not be deleted if it is assigned to a user.

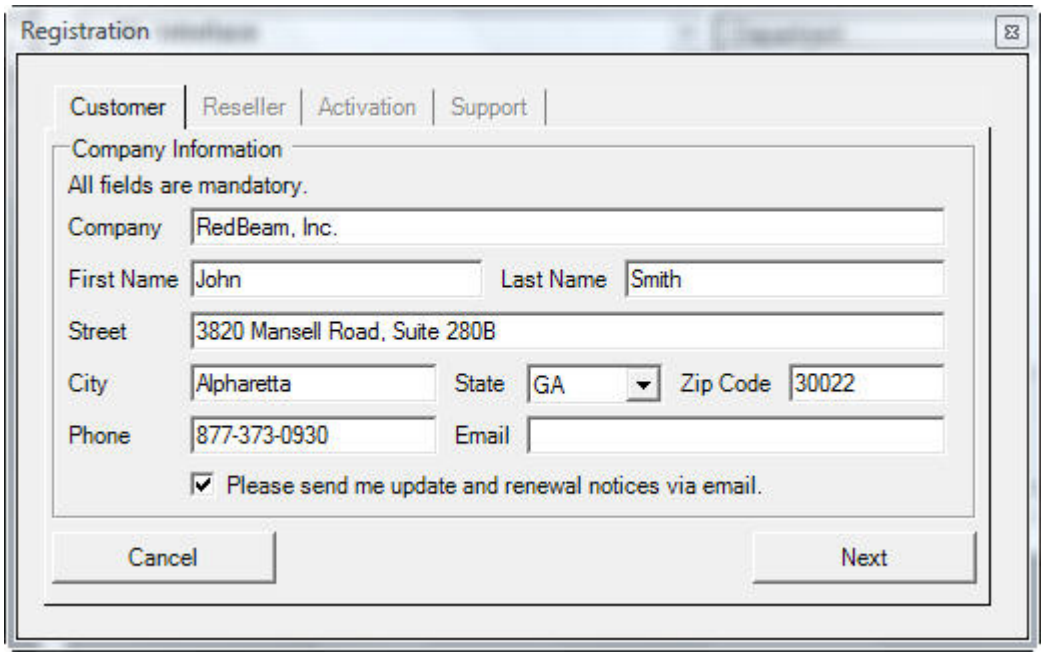
You can view all of the roles by scrolling through the list on the bottom panel.

©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.
Contact us at www.redbeam.com.

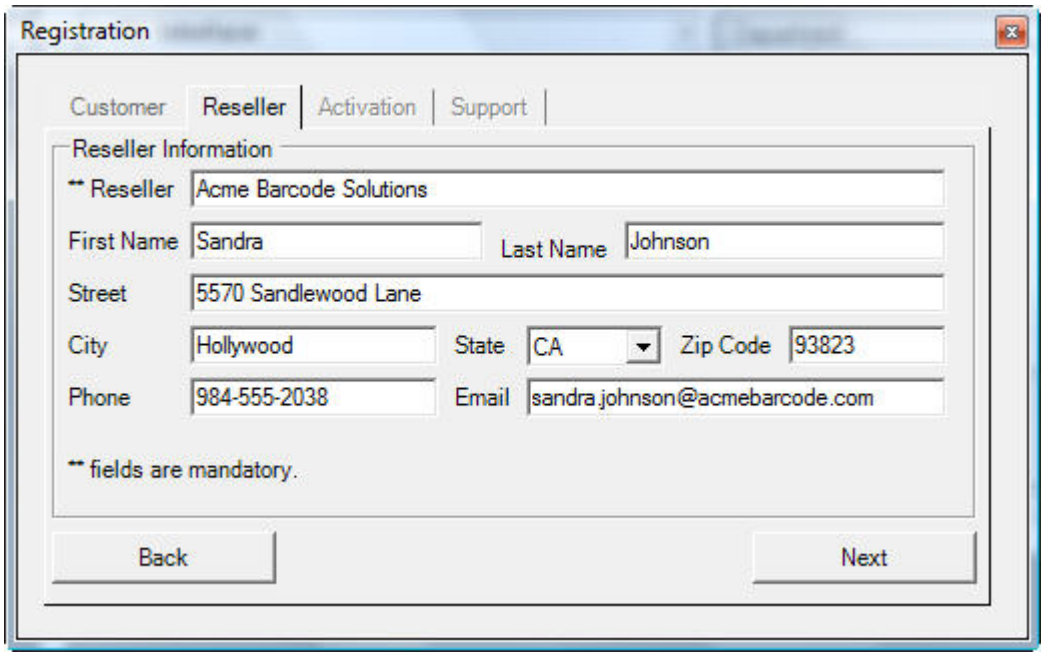
Registration

The *Registration* screens include four tabs including *Customer*, *Reseller*, *Activation* and *Support*.

Under the *Customer* tab, enter information about your company including company name, your name, address, phone and email.

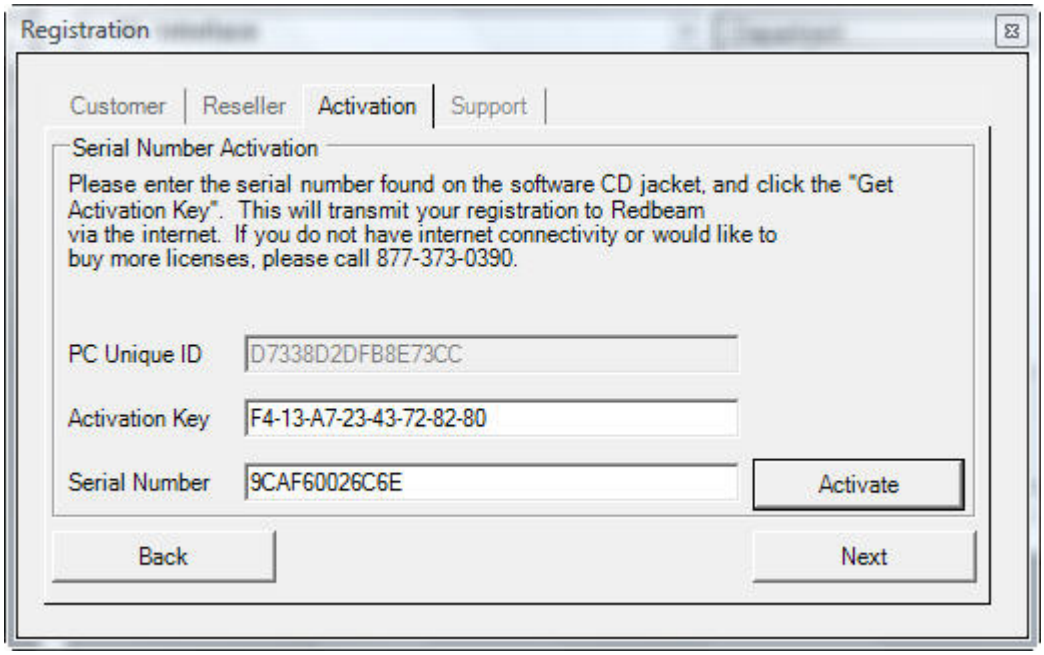


Under the *Reseller* tab, enter information about the company you purchased the RedBeam system from including company name, your contact's name, address, phone and email. This information can be accessed later if you need to order additional licenses, upgrades, support or supplies.



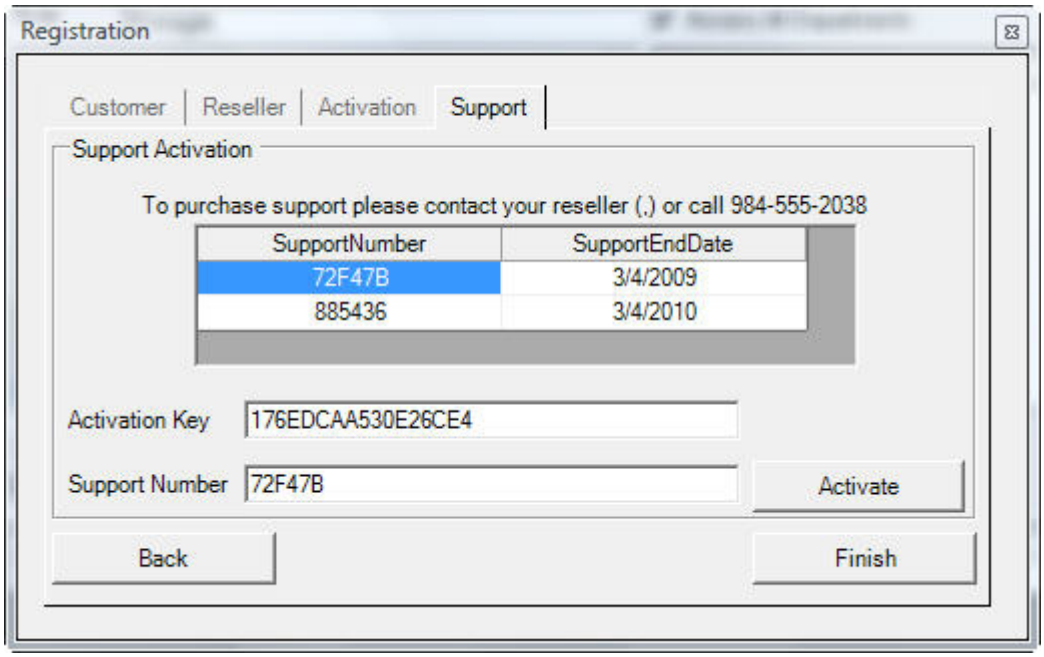
©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.
Contact us at www.redbeam.com.

Under the *Activation* tab, enter your product serial number and click *Activate*. If you have internet connectivity, the *Activation Key* will automatically be populated by the system. If you do not have internet connectivity, please call 877-373-0390 and provide one of our support specialists the *PC Unique ID* displayed on the screen and your product serial number. They will then verbally provide the activation key for your machine.


Registration
Customer
Reseller
Activation
Support
Serial Number Activation
Please enter the serial number found on the software CD jacket, and click the "Get Activation Key". This will transmit your registration to Redbeam via the internet. If you do not have internet connectivity or would like to buy more licenses, please call 877-373-0390.
PC Unique ID
D7338D2DFB8E73CC
Activation Key
F4-13-A7-23-43-72-82-80
Serial Number
9CAF60026C6E
Activate
Back
Next

©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.
Contact us at www.redbeam.com.

Under the *Support* tab, enter your support contract serial number and click *Activate*. If you have internet connectivity, the *Activation Key* will automatically be populated by the system. If you do not have internet connectivity, please call 877-373-0390 and provide one of our support specialists the *PC Unique ID* displayed on the screen and your support contract serial number. They will then verbally provide the activation key for your machine. You may enter multiple support contracts to extend support for multiple years.



About

The *About* menu shows information regarding the RedBeam Asset Tracking including the version number.

©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.
Contact us at www.redbeam.com.

Section 3: Using the Mobile Computers

If you are using the *Mobile Edition* of the software, the mobile computer portion of RedBeam Inventory Tracking™ is loaded during the initial sync with the handheld which is described under the Sync Handheld section of this manual. Once the installation is finished, re-sync to complete the upload of master data.

To begin using the application on the scanner, remove it from the cradle and turn it on. Access the program on the scanner by going to *Start->Programs->Asset Tracking*.

Login

If user security is active, you will be presented with the *Login* screen. Select your user ID and enter your password and click *Login*.

Note: The system date will be stamped on each record when it is scanned. The date is normally updated during your sync with the PC. To check or change the date, go to the *Start* menu (the Windows icon) at the top left of the screen and choose the *Settings* option. Clock settings will be either under the *Regional Settings* or under the *System->Clock* function. To get back the RedBeam Asset Tracking Program, go to the *Start* menu and choose the *Programs* option. Under *Programs* click on the *Asset Tracking* icon.

©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.
Contact us at www.redbeam.com.

Main Menu

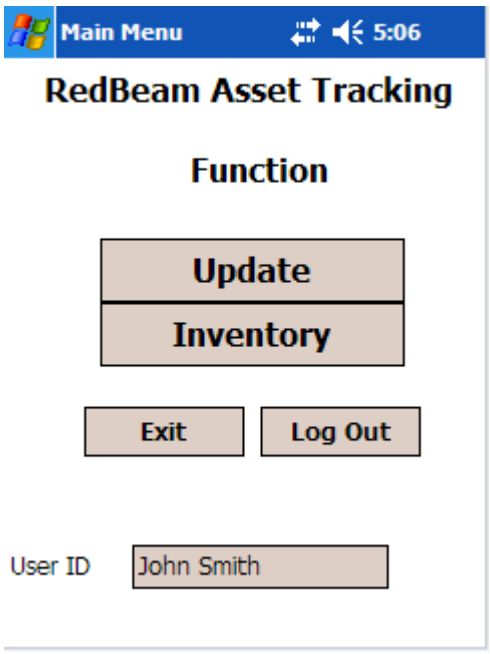
Functions on the main menu include *Update* and *Inventory*.

To get the most out of the scanner functions, it is important to understand how *Update* and *Inventory* are used.

The *Update* function can be used without opening an inventory. This is ideal for users who want to receive or update their asset information on a regular basis.

The *Inventory* function is only active when an *Inventory* is opened on the PC. This is ideal for users who want to take a physical inventory or audit of their assets and produce found and unfound asset reports.

Depending on how you want to use the scanner, click the appropriate button.



©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.
Contact us at www.redbeam.com.

Update

If the *Update* button on the *Main Menu* is clicked, you will be taken to the *Update* screen.

On the main *Update* screen, scan or manually enter either the item number or the serial number of the asset you would like to update.

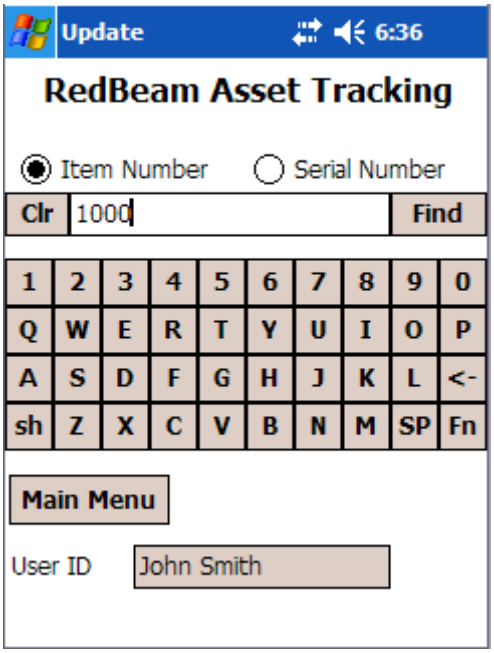
To enter by item number, the *Item Number* radio button must be selected. To enter by serial number, the *Serial Number* radio button must be selected.

To scan the asset, scan the asset barcode with the scanner. If the scan registers and the asset is in the database, the scanner will beep and take you to the *Process Update* screen.

To manually enter the asset, enter the numbers and letters desired using the keypad. Once entered, click the *Find* button. If the asset is in the database, you will be taken to the *Process Update* screen.

To clear any field, click on the *Clr* button to the right of the field.

To exit back to the main menu, click the *Main Menu* button.



©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.
Contact us at www.redbeam.com.

Process Update Main

The *Process Assets Main Data* screen displays the following information about the asset that was scanned or manually entered including:

- *Description*
- *Serial #*
- *Building*
- *Room*

If you have selected additional *Fields to Update*, the first of these will show up at the bottom of this screen. The others will show in the other *Info* tabs.

On this screen, you can update the description by clicking in the *Description* field. A keypad will pop up. When finished editing, click the *OK* button.

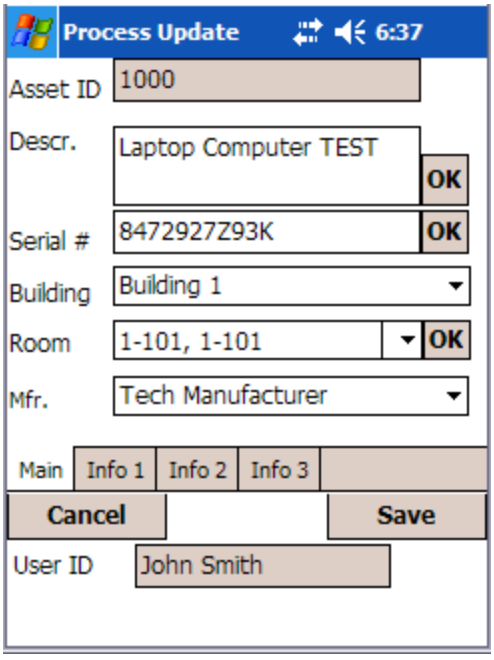
You can update the serial number by scanning it. Scanning will erase anything previously entered in the serial number field. You can also click in the *Serial #* field and enter the serial number manually using the keypad. When finished editing, click the *OK* button.

You can update the building by choosing from the drop down menu.

You can update the room by choosing from the drop down menu.

Clicking the *Cancel* button does not save the asset and takes you back to the main *Update* screen.

Clicking the *Save* button saves the changes you made to the asset record.



©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.
Contact us at www.redbeam.com.

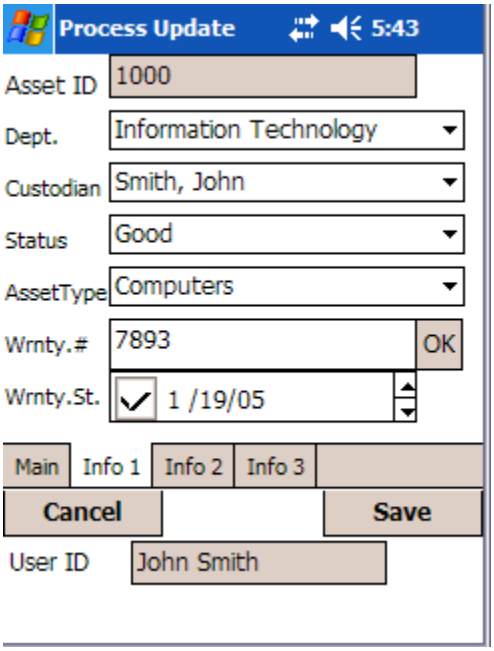
Process Update Info

The *Process Update Info 1*, *Info 2* and *Info 3* screens display the fields that were selected under the *Sync Handheld->Fields to Update* screen on the PC.

Click in body of the field you would like to update. A keypad or drop-down will pop up. When finished editing, click the *OK* button.

Clicking the *Cancel* button does not save the asset and takes you back to the main menu.

Clicking the *Save* button saves the asset as found, updates any changed information and takes you back to the main menu.



©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.
Contact us at www.redbeam.com.

Inventory

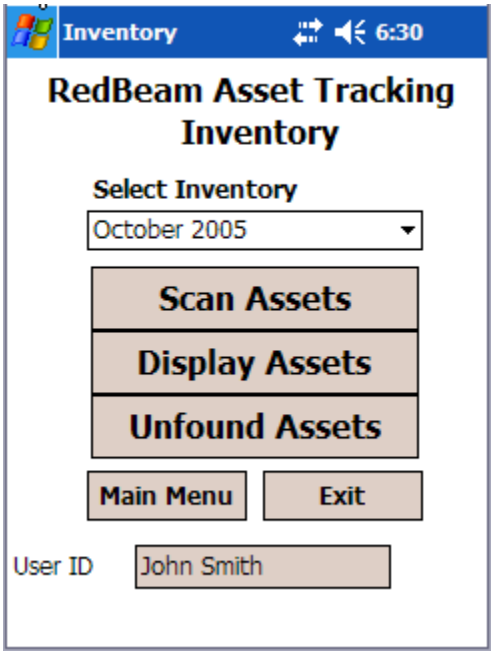
If the *Inventory* button on the *Main Menu* is clicked, you will be taken to the *Inventory* screen.

Functions on the *Inventory* menu include, *Scan Assets*, *Display Assets*, and *Unfound Assets*. Each function is described in a subsequent section.

Select the inventory you want to work with from the drop down and click the desired function.

Clicking the *Main Menu* takes you back to the *Main Menu*.

Clicking the *Exit* button exits the program.



©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.
Contact us at www.redbeam.com.

Scan Assets

The *Scan Assets* function allows you to locate assets and update asset information.

Enter the room you want to scan. You can do so by scanning the room if it is bar-coded. The correct building will default. If the room is not bar-coded, you can select the room from the drop down menu "V". To limit the list of rooms, you can first select the building from the drop down.

You can locate your assets by scanning or manually entering either the item number or the serial number of the asset.

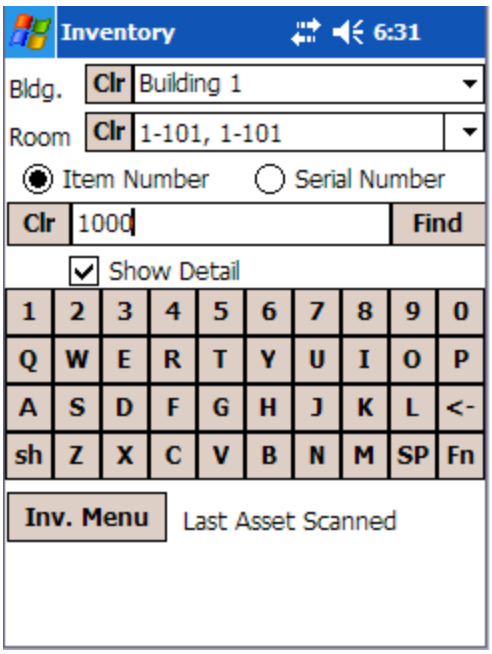
To enter by item number, the item number radio button must be selected. To enter by serial number, the serial number radio button must be selected. If you would like to see that asset detail after each scan, check the *Show Detail* flag.

To scan the asset, scan the barcode with the scanner. If the scan registers and the asset is in the database, the scanner will beep and take you to the *Process Inventory* screen. (If the *Show Detail* flag is not checked on, you can simply scan the next asset.)

To manually enter the asset, enter the numbers and letters desired using the keypad. Once entered, click the *Find* button. If the asset is in the database, you will be taken to the *Process Inventory* screen. (If the *Show Detail* flag is not checked on, you can simply scan the next asset.)

To clear any field, click on the *Clr* button to the right of the field.

To exit back to the main application screen, click the *Exit* button.



You can scan all of the assets in one room one after the other. When you go to the next room, click the *Clr* button next to the room. Then scan or select the room from the drop down and begin scanning the next set of assets.

©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.
Contact us at www.redbeam.com.

Process Inventory Main Data

The *Process Inventory Main Data* screen displays the following information about the asset that was scanned or manually entered including:

- *Asset ID*
- *Description*
- *Serial #*
- *Building*
- *Room*
- *Requires New Label Flag*

If you have selected additional *Fields to Update*, the first of these will show up at the bottom of this screen. The others will show in the other *Info* tabs.

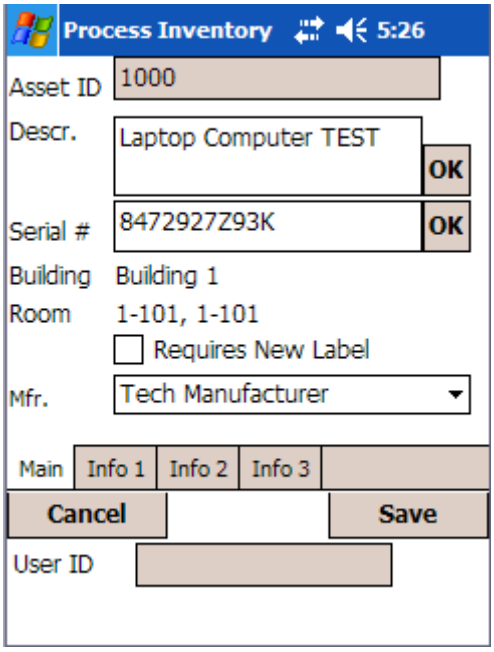
On this screen, you can update the description by clicking in the *Description* field. A keypad will pop up. When finished editing, click the *OK* button.

You can update the serial number by scanning it. Scanning will erase anything previously entered in the serial number field. You can also click in the *Serial #* field and enter the serial number manually using the keypad. When finished editing, click the *OK* button.

If the asset tag is damaged or missing, click a check mark in the *Requires New Label* field.

Clicking the *Cancel* button does not save the asset and takes you back to the main *Scan Assets* screen.

Clicking the *Save* button saves the asset as found, updates any changed information and takes you back to the main *Scan Assets* screen.



©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.
Contact us at www.redbeam.com.

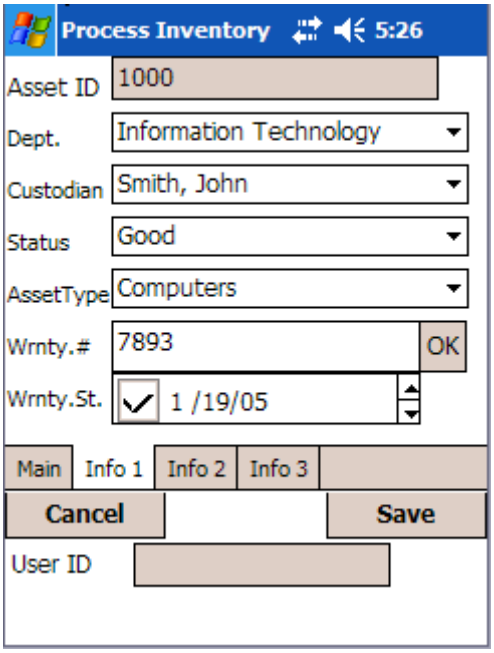
Process Inventory More Info

The *Process Inventory Info 1*, *Info 2* and *Info 3* screens display the fields that were selected under the *Sync Handheld->Fields to Update* screen on the PC.

Click in body of the field you would like to update. A keypad or drop-down will pop up. When finished editing, click the *OK* button.

Clicking the *Cancel* button does not save the asset and takes you back to the main *Scan Assets* screen.

Clicking the *Save* button saves the asset as found, updates any changed information and takes you back to the main *Scan Assets* screen.

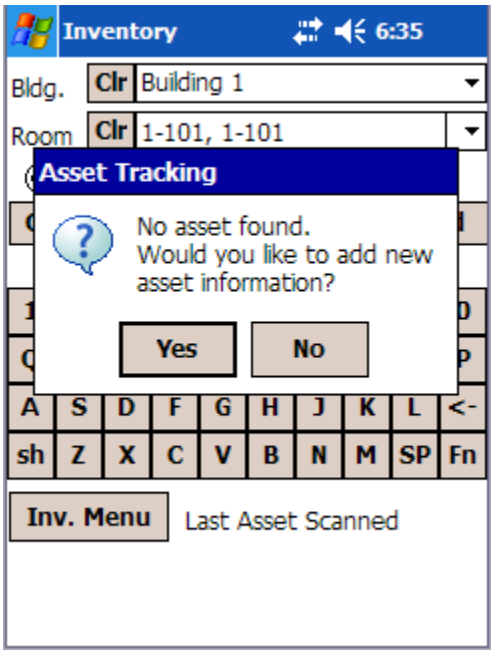


©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.
Contact us at www.redbeam.com.

New Asset

If an item number is scanned or manually entered, but the asset is not found in the database, you have the option to add the item by clicking "*Yes*" on the message below.

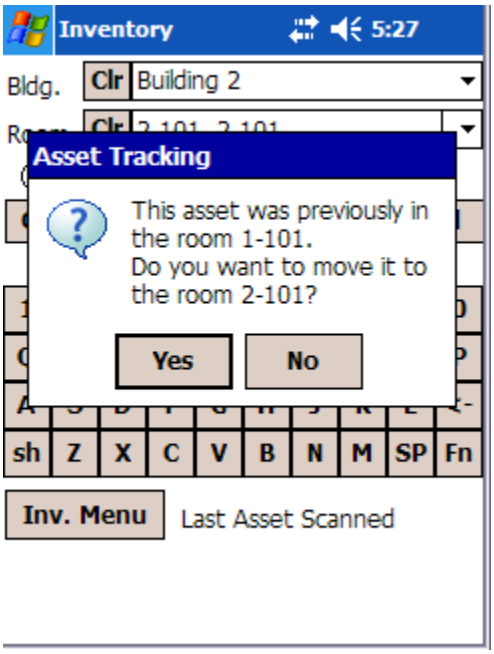
This feature does not exist if a serial number that is not in the database is entered.



©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.
Contact us at www.redbeam.com.

Room Move

If an item number is scanned or manually entered, but the room you are logged into is not the same room the asset was previously found in, the message below will pop up as a warning. If you would like to move the asset, click *Yes*. If you do not want to move the asset, click *No*.

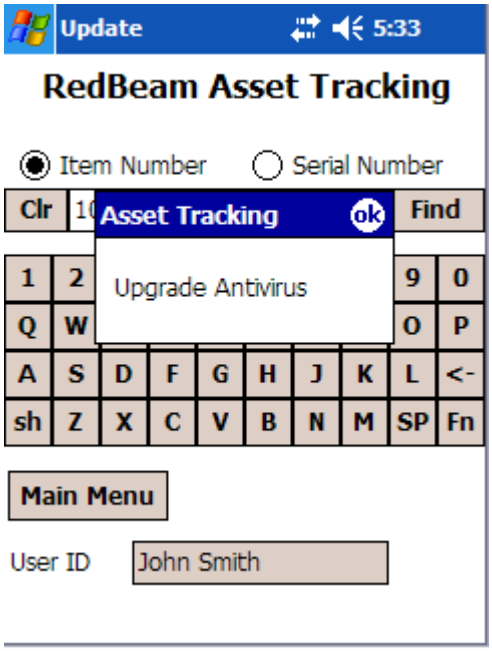


©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.
Contact us at www.redbeam.com.

Notification

If a notification for the asset was entered in the PC database, when the asset is scanned, the notification message will pop up on the scanner. Generally, the message will instruct the person taking the inventory to perform a certain action.

After reading the message, click *OK* to continue.



©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.
Contact us at www.redbeam.com.

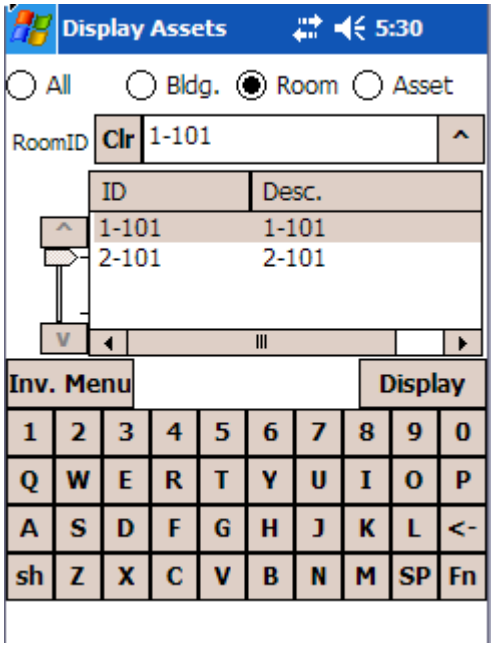
Display Assets

The *Display Assets* function allows you to view the most up-to-date asset information on the scanner. The user may define the scope of the search by choosing one of the following radio buttons:

- *All* – displays all assets in the inventory
- *Bldg.* – displays all assets in the chosen building
- *Room* – displays all assets in the chosen room
- *Asset* – displays chosen asset

Once selected, enter a value and click the *Display* button.

The *Display Assets Main Data* screen will display.



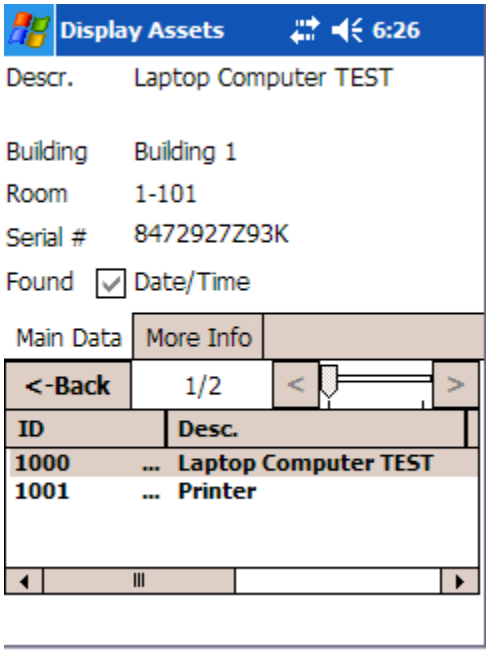
The *Inv. Menu* button will take you back to the *Inventory Menu.*

©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.
Contact us at www.redbeam.com.

Display Assets Main Data

The *Main Data* screen displays the following asset information:

- *Description*
- *Building*
- *Room*
- *Serial #*
- *Found Flag*
- *Date and Time Stamp*



The current record number and the total number of records for this search are displayed at the bottom of the screen. Scroll up or down, or click in the scroll bar to move through the records. Click on a record to display its detail.

Click on the *More Info* tab to view more information about the asset.

Click on the *Back* button to return to the *Display Asset Screen*.

©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.

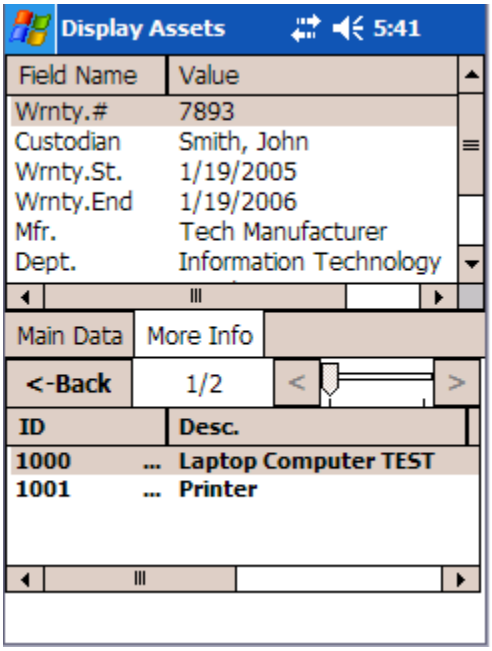
Display Assets More Info

The *More Info* screen displays all additional fields that were selected under the *Sync Handheld->Fields to Update* screen on the PC. Scroll up and down to view all of the fields.

The current record number and the total number of records for this search are displayed at the bottom of the screen. Scroll up or down, or click in the scroll bar to move through the records. Click on a record to display its detail.

Click on the *Main Data* tab to view the main asset data.

Click on the *Back* button to return to the *Display Asset Screen*.



©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.
Contact us at www.redbeam.com.

Unfound Assets

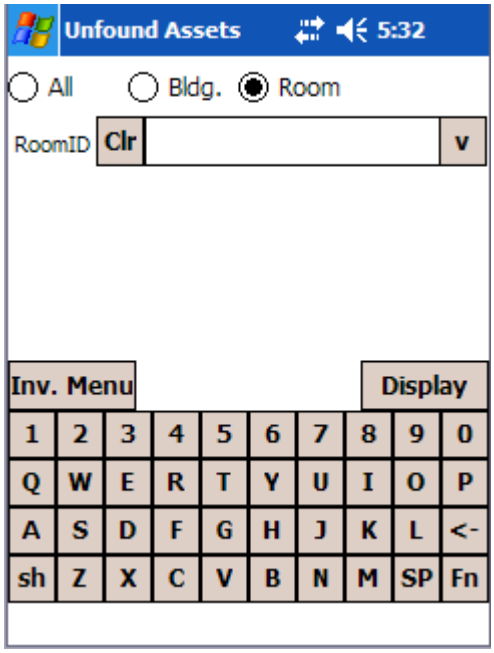
The *Unfound Assets* function allows you to view assets in the inventory that have not been found on the scanner. The user may define the scope of the search by choosing one of the following radio buttons:

- *All* – displays all assets in the inventory
- *Bldg.* – displays all assets in the chosen building
- *Room* – displays all assets in the chosen room

Once selected, enter a value and click the *Display* button.

The *Unfound Assets Main Data* screen will display.

The *Inv. Menu* button will take you back to the *Inventory Menu*.

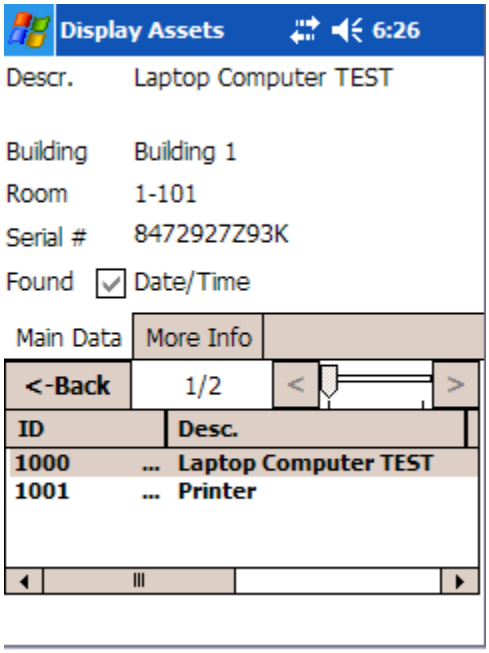


©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.
Contact us at www.redbeam.com.

Unfound Assets Main Data

The *Unfound Assets Main Data* screen displays the following asset information:

- *Description*
- *Building*
- *Room*
- *Serial #*
- *Found Flag*
- *Date and Time Stamp*



The current record number and the total number of records for this search are displayed at the bottom of the screen. Scroll up or down, or click in the scroll bar to move through the records. Click on a record to display its detail.

Click on the *More Info* tab to view more information about the asset.

Click on the *Back* button to return to the *Unfound Asset Screen*.

©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.
Contact us at www.redbeam.com.

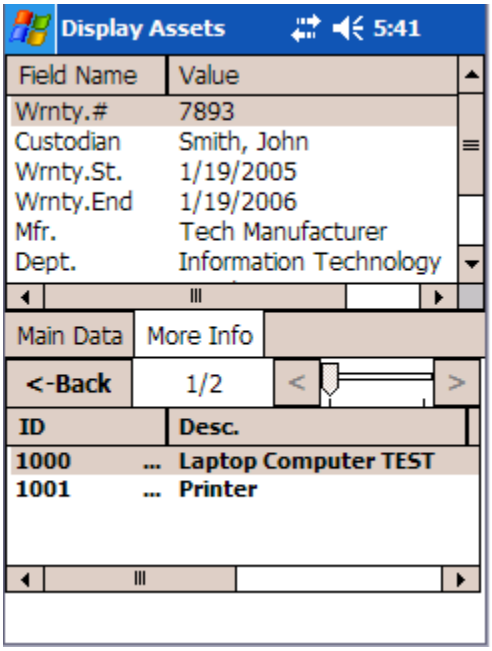
Unfound Assets More Info

The *More Info* screen displays all additional fields that were selected under the *Sync Handheld->Fields to Update* screen on the PC. Scroll up and down to view all of the fields.

The current record number and the total number of records for this search are displayed at the bottom of the screen. Scroll up or down, or click in the scroll bar to move through the records. Click on a record to display its detail.

Click on the *Main Data* tab to view the main asset data.

Click on the *Back* button to return to the *Unfound Asset Screen*.



©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.
Contact us at www.redbeam.com.

Resetting the Scanner

Performing a Soft Reset

A soft reset restarts the terminal and saves all stored records and entries.

Caution: Files that remain open during a soft reset may not be retained. DO NOT perform a soft reset if the terminal is suspended. First press the power button to wake the terminal; if the terminal does not turn on, then perform a soft reset.

To perform a soft reset, please consult your scanner user manual.

Performing a Hard Reset

A hard reset also restarts the scanner but erases all stored records and entries. **Therefore, never perform a cold boot unless a warm boot does not solve the problem.**

To perform a hard reset, please consult your scanner user manual.

©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.

Appendix A: Depreciation Periods and Methods

Depreciation Periods

The depreciation period determines when the asset is depreciated. There are two depreciation periods in the system, monthly and annually.

Monthly

For assets that are depreciated monthly, one month's worth of depreciation is deducted from the asset's value on the last day of the first month following the assets acquisition and on the last day of every month thereafter until the asset is completely depreciated. For example, an asset acquired on March 18, 2003 will have its first month's depreciation taken on April 30, 2003. The second month's depreciation will be taken on May 31, 2003 and so on.

Annually

For assets that are depreciated annually, depreciation is taken on the last day of the fiscal year (defined on the *Organization->Company* tab). At the end of the first year, the total depreciation taken will be the total of the depreciation that would have been taken using the monthly method in that year. At the end of the last year, the total depreciation taken will be the total of the depreciation that would have been taken using the monthly method in that year.

©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.
Contact us at www.redbeam.com.

Depreciation Methods

The depreciation method determines how the asset is depreciated. There are four depreciation methods in the system including straight-line, 150% declining balance, double declining balance, and sum of year's digits.

Straight-Line

Straight-line depreciation is calculated by taking the cost of an asset minus the scrap value divided by the recovery period in years.

(Cost – Scrap Value)
---------- (divided by) ----------
Recovery Period in Years

Example: An asset costs $5,500 and has a scrap value of $500 and a useful life of 5 years. Using the straight line depreciation formula:

($5,500 Cost - $500 Scrap Value)
---------- (divided by) ----------
5 Year Recovery Period

Straight-line depreciation in each of the five years of the asset's life would be $1,000 per year. Divide each year's depreciation by twelve (months) to arrive at the monthly depreciation in that year.

Depreciation Method	Year 5	Year 4	Year 3	Year 2	Year 1
Straight-Line	$1,000.00	$1,000.00	$1,000.00	$1,000.00	$1,000.00

©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.
Contact us at www.redbeam.com.

150% Declining Balance

150% declining balance depreciation is calculated by first calculating as if using the straight-line method. Dividing one year's worth of depreciation by the cost of the asset minus the scrap value equals the total percentage of the asset depreciated using the straight-line method in a given year. Multiply this percentage times 150% to get the percentage to be used with 150% declining balance method in the first year. Each subsequent year, that same percentage is multiplied by the remaining balance to be depreciated. When the value calculated using the 150% percentage becomes lower than the value using straight line, revert back to straight-line.

Example: In the straight-line example, the $5,500 asset with a $500 salvage value and a 5-year recovery period had a $1,000 annual depreciation. This represents 20% of the assets useful value.

$1,000 Annual Straight-Line Depreciation/($5,500 Cost -$500 Scrap Value) = 20%

Multiplying 20% by the 150% required by the 150% declining balance method equals 30%. The asset is depreciated by 30% or $1,500 in the first year.

($5,500 Cost - $500 Scrap Value) (30%) = $1,500

In the second year, the remaining asset value of $3,500 is multiplied by 30% for a total of $1,050. This amount is **greater** than the straight-line amount of $3,500 divided by the remaining 4 years of $875. As long as the 150% declining balance depreciation value is **higher** than the straight-line depreciation value, the 150% declining balance value is used.

($5,500 Cost - $500 Scrap Value - $1,500 1st Year's Depreciation) (30%) = $1,050

In the third year, the remaining asset value of $2,450 is multiplied by 30% for a total of $735. This amount is **less** than the straight-line amount of $2,450 divided by the remaining 3 years of $816.67. Because the 150% declining balance depreciation value is **lower** than the straight-line depreciation value, the straight-line depreciation value of $816.67 is used in each of the remaining 3 years of the assets life. (The final year is $816.66 due to rounding).

Depreciation Method	Year 5	Year 4	Year 3	Year 2	Year 1
150% Declining Balance	$1,500.00	$1,050.00	$816.67	$816.67	$816.66

©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.
Contact us at www.redbeam.com.

Double Declining Balance

Double declining balance depreciation is calculated by first calculating as if using the straight-line method. Dividing one year's worth of depreciation by the cost of the asset minus the scrap value equals the total percentage of the asset depreciated using the straight-line method in a given year. Multiply this percentage times 200% to get the percentage to be used with double declining balance in the first year. Each subsequent year, that same percentage is multiplied by the remaining balance to be depreciated. When the value calculated using the 200% percentage becomes lower than the value using straight line, revert back to straight-line.

Example: In the straight-line example, the $5,500 asset with a $500 salvage value and a 5-year recovery period had a $1,000 annual depreciation. This represents 20% of the assets useful value.

$1,000 Annual Straight-Line Depreciation/($5,500 Cost -$500 Scrap Value) = 20%

Multiplying 20% by the 200% required by the double declining balance method equals 40%. The asset is depreciated by 40% or $2000 in the first year.

($5,500 Cost - $500 Scrap Value) (40%) = $2,000

In the second year, the remaining asset value of $3,000 is multiplied by 40% for a total of $1,200. This amount is **greater** than the straight-line amount of $3,500 divided by the remaining 4 years of $875. As long as the double declining balance depreciation value is **higher** than the straight-line depreciation value, the double declining balance value is used.

($5,500 Cost - $500 Scrap Value - $2,000 1st Year's Depreciation) (40%) = $1,200

In the third year, the remaining asset value of $1,800 is multiplied by 40% for a total of $720. This amount is **greater** than the straight-line amount of $1,800 divided by the remaining 3 years of $600. As long as the double declining balance depreciation value is **higher** than the straight-line depreciation value, the double declining balance value is used.

($5,500 Cost - $500 Scrap Value - $2,000 1st Year's Depreciation - $1,200 2nd Year's Depreciation) (40%) = $720

In the fourth year, the remaining asset value of $1,080 is multiplied by 40% for a total of $432. This amount is **less** than the straight-line amount of $1,080 divided by the remaining 2 years of $540. Because the double declining balance depreciation value is **lower** than the straight-line depreciation value, the straight-line depreciation value of $540 is used in each of the remaining 2 years of the assets life.

Depreciation Method	Year 5	Year 4	Year 3	Year 2	Year 1
Double Declining Balance	$2,000.00	$1,200.00	$720.00	$540.00	$540.00

©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.
Contact us at www.redbeam.com.

Sum of Year's Digits

Sum of year's digits calculates depreciation by first counting the recovery period in years back to one and adding the numbers together.

Example: For an asset with a five-year recovery period, the sum of year's digits is 15.

5 Year Recover Period = 5 + 4 + 3 + 2 + 1 = 15

The depreciation for a given year is calculated by dividing the year by the sum of year's digits and multiplying by the cost of the asset minus its scrap value.
Depreciation in year 5: 5/15 or 33.333% x ($5,500 Cost - $500 Scrap Value) = $1,666.67
Depreciation in year 4: 4/15 or 26.667% x ($5,500 Cost - $500 Scrap Value) = $1,333.33
Depreciation in year 3: 3/15 or 20% x ($5,500 Cost - $500 Scrap Value) = $1,000.00
Depreciation in year 2: 2/15 or 13.333% x ($5,500 Cost - $500 Scrap Value) = $666.67
Depreciation in year 1: 1/15 or 6.667% x ($5,500 Cost - $500 Scrap Value) = $333.33

Depreciation Method	Year 5	Year 4	Year 3	Year 2	Year 1
Sum of Year's Digits	$1,666.67	$1,333.33	$1,000.00	$666.67	$333.33

©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.
Contact us at www.redbeam.com.

Depreciation Method Summary

The following is a summary of each depreciation method for comparison:

Depreciation Method	Year 5	Year 4	Year 3	Year 2	Year 1
Straight-Line	$1,000.00	$1,000.00	$1,000.00	$1,000.00	$1,000.00
150% Declining Balance	$1,500.00	$1,050.00	$816.67	$816.67	$816.66
Double Declining Balance	$2,000.00	$1,200.00	$720.00	$540.00	$540.00
Sum of Year's Digits	$1,666.67	$1,333.33	$1,000.00	$666.67	$333.33

©2004-2008 RedBeam, Inc.
All rights reserved. Contents subject to software license agreement.
Contact us at www.redbeam.com.